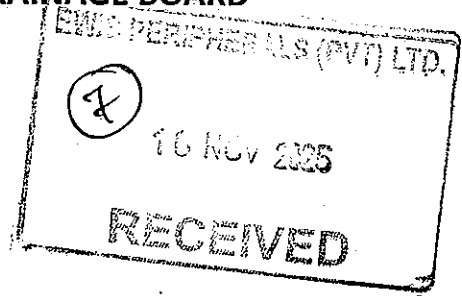


NATIONAL WATER SUPPLY AND DRAINAGE BOARD



To:
.....
.....

Dear Sir,

LETTER OF INVITATION TO SUBMIT BID

**TENDER FOR : PURCHASING OF LAPTOP FOR RM OFFICE
AT TRINCOMALEE REGION**

CONTRACT NO : TRINCO/O&M/CIPC/LOPTOP/2025/316(R)

The Chairman, Regional Manager Procurement Committee, National Water Supply & Drainage Board (NWS&DB), No: 48A/1, Kandy Road, Trincomalee will receive sealed bids for the **Purchasing of Laptop for RM Office at Trincomalee Region** up to closing of bids at **10.00 hours on 18.11.2025**.

Sealed bids may be either dispatched by registered post or deposited to the Tender box available at the **Chairman, Tender board, Regional Manager Office, National Water Supply & Drainage Board (NWS&DB), No: 48A/1, Kandy Road, Trincomalee** to receive on or before closing time.

Bids will be opened soon after closing of bids at the **Regional Manager's Office, Trincomalee, National Water Supply & Drainage Board (NWS&DB), No: 48A/1, Kandy Road, Trincomalee**. Bidders or their authorized representatives may be present at the time of the opening of bids.

For further details, please contact the **Regional Manager Office, Trincomalee, National Water Supply & Drainage Board (NWS&DB), No.: 48A/1, Kandy Road, Trincomalee** or on telephone number **026-2222519**.

R. Smith
.....
f **Regional Manager,**
National Water Supply & Drainage Board,
Trincomalee

Table of Contents

SECTION	PAGE NUMBER
Letter of Invitation	[1]
Table of contents	[2]
1. Tender Conditions	[3] , [4]
2. Form of Bid	[5] , [6]
3. Bill of Quantities	[7]
4. Specimen Forms	
(i) Bid Security	[8]
(ii) Performance Guarantee	[9]
5. Appendices	
Appendix 1– Details of supply completed Within the Last three years and ongoing ones	[10]

**ORDER FOR : PURCHASING OF LAPTOP FOR RM OFFICE
AT TRINCOMALEE REGION**

CONTRACT NO : TRINCO/O&M/CIPC/LOPTOP/2025/316(R)

TENDER CONDITIONS

Envelope containing the quotations should be sent under registered sealed cover marked as "Tender for Purchasing of Laptop for RM Office at Trincomalee Region, **CONTRACT NO: TRINCO/O&M/CIPC/LOPTOP/2025/316(R)**" on left hand top corner and to reach to the Chairman, Tender Board, Regional Manager Office, National Water Supply & Drainage Board, No: 48A/1, Kandy Road, Trincomalee on or before **18 (day) November (month) 2025** at **10.00 hrs.** and will be opened immediately afterwards.

1. The offers should be valid for acceptance for a period of at least 49 days from the date of closing.

2. Tender security/Bid Bond

A Refundable Tender **Security/Bid Bond** for an amount of **Rs. 6,000/=** should be furnished along with the bid, **Valid for 90 days** from the date of closing of quotation from one of the following instructions.

(a) A cash deposit to the Account division of NWS&DB, Regional Manager's Office, Trincomalee.

(The original receipt for such deposit shall be attached to the original tender document).

(b) A Guarantee letter for a value of Rs. 6,000/= from a Recognized Bank operating in Sri Lanka according to the format attached herewith to the name of the Regional Manager Office, National Water Supply & Drainage Board, No: 48A/1, Kandy Road, Trincomalee.

3. Performance Bond

The Successful tenderer would be required to furnish **Performance Bond for 10%** of total Value of award, **Valid for a period of three (03) months** from the date of Starting of supply, within one week from the date of the letter of award, as a guarantee for the proper execution of the award. The **Performance Bond** shall be from one of the following institutions.

(a) A cash deposit to the Account division of NWS&DB, Regional Manager's Office, Trincomalee.

(b) A Guarantee letter from a Recognized Bank operating in Sri Lanka according to the attached format to the name of the Regional Manager's Office, National Water Supply & Drainage Board, No 48A/1, Kandy Road, Trincomalee.

On receipt of the Performance Bond, the Bid Bond would be released and the Awarding Letter/Purchase Order would be issued.

Failure to submit the Performance Bond would result in the forfeiture of the Bid Bond.

4. Contract Period and Penalty for Delays

- (a) The Repairing should be started within one week from the date of the letter of award and be **completed** within 49 (**Forty-Nine days**) calendar days from the start date.
 - (b) Failure to complete the work would result in the forfeiture of the Performance Bond and Imposing the Penalty.
 - (c) The amount of **Penalty (Liquidated damages)** shall be Rs. 2,500/= per day of delay and not exceeding 10% of the total value of the contract.
5. Tenders received **without a Bid Bond shall not be considered for Evaluation** and Tenderers should quote their rates in the annexed form (Bill of Quantities).
6. The prevailing rate of stamp duty on contracts for the supply is nil.
7. The Payment will be released on the issue of the Final acceptance certificates by the Engineer of the NWS&DB (Trincomalee Region) who is in charge for this contract.
8. Advance Payment will not be made.
9. Other Document to be furnished by the Supplier is:
- ◆ Technical literatures (if any)
10. For any further detail, the tenderer shall Contact the **Regional Manager Office, National Water Supply & Drainage Board, No: 48A/1, Kandy Road, Trincomalee** or over the telephone number 026 2222519.
11. This tender is subjected to all other conditions stipulated by the NWS&DB in respect of Tenders.

We accept the above conditions

Supplier's signature:

Seal:

**TENDER FOR : PURCHASING OF LAPTOP FOR RM OFFICE
AT TRINCOMALEE REGION**

CONTRACT NO : TRINCO/O&M/CIPC/LOPTOP/2025/316(R)

FORM OF BID

Deputy General Manager (East),
NWS&DB, No:48A/1, Kandy Road,
Trincomalee.

I/We, the undersigned, having authority to sign this Bid and having read and fully acquainted myself/ourselves with the contents of the Information and Instructions to Bidders and Terms and Conditions of Bid pertaining to the above Bid, along with Bills of Quantities thereto, do hereby undertake to supply the Goods and Services referred to therein, in accordance with the aforesaid Instructions, Terms and Condition, Specifications, Bidding Data & Contract Data, for a total Price of Rupees

..... (in word)
LKR..... (in Figure) (excluding VAT). The make up of the aforesaid total Bid Price is given in the accompanying Bills of Quantities.

I/We confirm that this offer shall be open for acceptance until as given in the Bidding Data and that it will not be withdrawn or revoked prior to that date.

I/we attach hereto the following documents as part of my/our Bid.

1. Duly completed pages of Bidding Documents
2. Documentary evidence to establish eligibility and qualification of bid.
3. Documentary evidence to establish that goods are offered from an eligible source and origin.
4. Documentary evidence for Manufacturer's Authorization to sign the contract on behalf of the manufacturer.
5. Documentary evidence to establish eligibility of goods offered.
6. Bid Security
7. Tender Conditions
8. Any other document.

I/We declare that the Photostat copies of documents and certificates submitted as part of my/our Bid are true copies of such documents and certificates.

I/We further agree to the right of the Board to debar me/us from participating in its future bids in the event that my/our submitted copies or documents are found to be forged or tampered with.

I/we understand that you are not bound to accept the lowest bid and that you reserve the right to reject any or all bids or to accept any part of a bid without assigning any reasons thereto.

I/We undertake to adhere to the Delivery period given in Tender condition.

My/Our Bank Reference is as follows:

.....

Signature of Bidder :

Name of Bidder :

Capacity :

Address :

Telephone Number :

E- mail Number :

Facsimile Number :

Date :

Seal :

Witnesses

1. Name :

Capability :

Address :

Signature :

2. Name :

Capability :

Address :

Signature :

**TENDER FOR : PURCHASING OF LAPTOP FOR RM OFFICE
AT TRINCOMALEE REGION**

CONTRACT NO : TRINCO/O&M/CIPC/LOPTOP/2025/316(R)

BILL OF QUANTITIES (BOQ)

S. No	Description	Unit	Qty	Unit Rate (Rs.)	Amount (Rs.)
01	Laptop Computer	No	01		
Grand Total					

Note: Specification Annexed herewith pl.

VAT Registration Number.....

(A copy of the VAT registration certificate shall be annexed.)

Note:- The NWSDB VAT Registration No :- 4090 31820 7000

FORM OF BID SECURITY

..... [issuing agency's name, and address of issuing branch or office]
.....

Beneficiary :

Regional Manager Office,
NWS&DB, No:48A/1, Kandy Road,
Trincomalee.

Date.....

BID GUARANTEE No :

We have been informed that [name of the Bidder ; if joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated [insert date] (hereinafter called " the Bid") for the execution / supply of
[name of contract] under Contract No.....

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we [name of issuing agency] hereby irrevocably under take to pay you any sum or sums not exceeding in total an amount of [amount in figures] [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 of 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 Employer/ 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 of payment under this Guarantee must be received by us the office on or before that date.....

.....
[Signature (s) of authorized representative (s)]

Specification for Laptop

OB Requirement	Specification	Bidder
	Specify	
	Specify	
Country of origin	Specify	
Country of origin	Windows 11 home	
Core Chipset	AMD RYZEN AI 7 315 OR Intel Core ultra process	
Memory	32GB LPDDR5X-7500 RAM Memory Type & Speed #of memory slots Max memory size	
Internal storage	1TB M.2 2242 PCIe NVMe SSD	
Removable Storage	4TB External HDD	
Graphics, Memory	AMD Radeon 860M Graphics or Equivalent	
NPU	AMD RYZEN AI, up to 50 TOPS or Equivalent	
Cache	8MB L2/ 16MB L3	
Display	14" WUXGA (1920*1200) OGM touch OLED 600nits (HDR peak) / 400nits (SDR typical)Glossy, antifingerprint 16:10 100,000:1 100%DCIP3 60Hz 85	
TouchScreen	OGM multi-touch supports 10-point touch Screen-to-body-Ration 89.52%AAR color calibration no color calibration	
	case material aluminium(top), aluminium(bottom) surface Treatment aluminium stamping	
connectivity	Network WLAN +Bluetooth Wi-Fi 7802.11 be 2*2 wi-fi +bluetooth 5.4 M.2 card[1]ports[1] standard ports 1* USB-A(USB 10Gbps/ USB3.2 Gen 1), Always on 1*USB-C (USB 10Gbps/USB 3.2 Gen 2), with USB PD 3.1 and display port 2.1.UHBR10 1*USB-c (USB 10Gbps/USB 3.2 Gen 2),with USB pd 3.1 and display port 1.4a 1*HDMI2.1 , up to 4k/60HZ 1*headPHONE/ MICROPHONE COMBO JACK	

C-type adapter	USB C to HDMI 5 in 1 multiport adapter with 1000Mbps Ethernet port	
	6-rows , multimedia Fn keys, key travel 1.5mm, copilot key keyboard bl;acklight LED backlight	
Keyboard	Touchpad Buttonless glass-like Mylar surface multitouc touchpad , supports precision touchpad , 75*120mm	
warranty	2 Years	

FORM OF PERFORMANCE GUARANTEE
(Unconditional)

.....[*Issuing Agency's Name and Address of issuing Branch or Office*]
.....
.....

Beneficiary :

Regional Manager Office,
NWS&DB, No:48A/1, Kandy Road,
Trincomalee.

Date:..... **Performance Guarantee No.:**

We have been informed that [*name of Contractor/Supplier*] (hereinafter called "*the Contractor*") has entered into Contract No. dated with you, for the ["*Supply*"] of [*name of contract and brief description of Works*] (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 Contractor, we [*name of Agency*] hereby irrevocably under take to pay you any sum or sums not exceeding in total and amount of [*in figures*] [*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 sums specified therein.

This shall expire, no later than the day of , 20 [*14 days beyond the scheduled contract completion date*] and any demand for payments under it must be received by us at this office on or before that date.

.....
[*Signature (s)*]

Signature and seal of the guarantor

Witness

Name :

Signature :