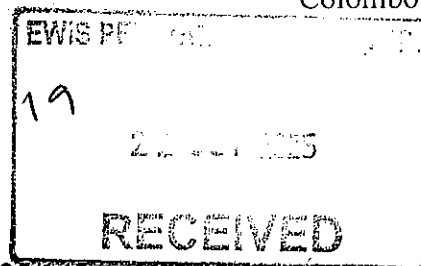




National Savings Bank,  
Supplies Division,  
255, Galle Road,  
Colombo 03.

To: The Manager,  
E.wis Peripherals.....  
(Pvt) Ltd:.....  
.....



Quotation No.: NSB/SQ/2025/145

Date: 15/10/2025

Dear Sir,

**SUPPLY OF 10 NOS OF 326 TONERS FOR THE LEGAL DIVISION OF NATIONAL SAVINGS BANK**

**General Conditions & Instructions**

The Chairman Tender Board of the National Savings Bank invites quotations to **Supply of 10 Nos of 326 Toners for the Legal Division of National Savings Bank.**

1. Herewith we are forwarding the relevant quotation form in duplicate.
2. Both unit price and total value should be clearly indicated in the relevant columns. Your offer should be sent in duplicate in these forms duly completed as follows.
3. The Original and duplicate forms marked "Original" and "Duplicate" should be enclosed in two separate envelopes. These envelopes should thereafter be enclosed in a single envelope and sent under registered cover addressed to the Chairman Tender Board (Supplies), National Savings Bank, No.255, Galle Road, Colombo 03 or deposited in the Tender box provided for this purpose in the Supplies Division of the National Savings Bank to reach him on or before **10.00 a.m on 15/10/2025.**
4. The top left hand corner of the envelope should contain the words "**Supply of 10 Nos of 326 Toners for the Legal Division of National Savings Bank.**" – NSB/SQ/2025/145
5. Samples:
  - a) Samples should be enclosed along with the quotation.
  - b) Where quality of paper has been specified for printed matter, tenderer should quote only for that quality of paper. Quotations offering any other quality are liable to be rejected.
6. Where necessary, descriptive literature and any other relevant documents in regard to the product offered should be enclosed. Such relevant information should be indicated in the remarks column.
7. Quotations not submitted on this form will be rejected.
8. Alterations or erasures should be initialed.