



Supplies Division
University of Kelaniya
Kelaniya.

30/10/2025

The Manager,

Ewis Peripherals (Pvt) Ltd

Calling Sealed Quotations for Lexmark Toner

Please send your quotations under sealed cover for the items listed below, on or before **06/11/2025** at 2.30 p.m. addressed to the Senior Assistant Bursar, Supplies Division, University of Kelaniya. The quotations shall be opened immediately after the deadline for submission of quotations.

These quotations shall be valid for a period of 02 months (60 days) from the date of submission. If the quotations are not in the order specified, it will be rejected without any further correspondence.

Important:

1. Alternative Quotations or Options shall not be considered and will reject all.
2. The Suppliers are not allowed to quote for less than the quantities mentioned and if so, will be rejected.
3. The correction fluids shall not be used on Quotation.
4. Quotation sent by e-mail, Fax or any other electronic media will be rejected.
5. **You shall forward the quotations through the registered post or deposited in the tender box kept in the Administration Building.**
6. It is important to sign and stamp the quotations with the rubber stamp of the supplier's organization and if not, will be rejected.
7. Please be kind enough to include all specifications, & relevant brochures, product details and catalogues for the above, when you forward the quotations.
8. Please submit your quotation indicating "**Lexmark Toner – UKSI-06/11/2025**" on top left hand corner of the envelope.
9. In case the format below does not provide enough space for pricing, please use another sheet in the same format as an attachment.
10. If fails to deliver on due date, a sum equivalent to 1% of the contract value per each week or part there of will be deducted.


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Senior Assistant Bursar (Supplies)