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நகர அபிவிருத்தி, நிர்மாணிப்பு மற்றும் வீடமைப்பு அமைச்சு
MINISTRY OF URBAN DEVELOPMENT, CONSTRUCTION AND HOUSING

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වෙබ් අඩවිය }
இணைய Website } www.uda.gov.lk

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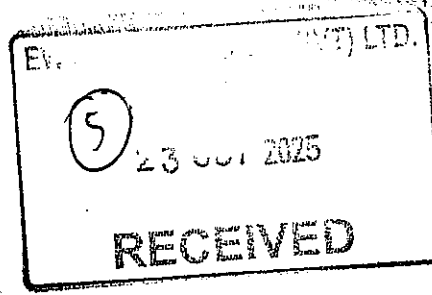
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நகர அபிவிருத்தி அதிகாரசபை
Urban Development Authority

6, 7 සහ 9 වන මහල, සෙත්තිරිපාය, බත්තරමුල්ල
6, 7 மற்றும் 9 ஆம் மாடிகள், செத்திரிபாய், பத்தரமுல்லை
6th, 7th & 9th Floors, Sethsiripaya, Battaramulla

My No. : 07/08/2025/O/02

15th October 2025

The Manager,
Ewis Peripherals (Pvt) Ltd
"Yathama Building", No. 142,
Galle Road,
Colombo 03.



Dear Sir / Madam,

QUOTATION FOR PURCHASE OF PRINTER, SCANNER & POCOPY MACHINES FOR UDA

This Authority would be pleased to receive-a sealed quotation from your organization for the following item (*Ex - Stock*).
Required Specification is attached herewith. (Annexure I - III).

Item	Quantity	Remarks
A4 Printer – (Black & White)	01	Annexure I
Scanner	01	Annexure II
Heavy Duty Photocopy Machine (B/W)	01	Annexure III
Dot Matrix Printer	01	Annexure IV

- Quotation Number, date and time of closing of the quotations should be marked on the left-hand corner of the envelope containing your offer.
- Quotations should be addressed to the **Chairman, Procurement Committee – Minor, Urban Development Authority, 7th Floor, "Sethsiripaya", Battaramulla** and to deposit with the tender box before 2.20 p.m. on 22nd October 2025.
- Quotations will be opened immediately after the closing time. An authorized representative of the organization will be permitted to be present at the time of opening of bids.
- Supply & Installation of items should be made to the UDA within 07 days from the date of purchase order.
- The validity of the offer should not be less than 90 days from the date of closing of the tender.
- Payment will be made within one month after successful delivery and installation.
- The decision of the Chairman, Procurement Committee-Minor on this Procurement would be final.
- If you are unable to quote, kindly return the letter indicating your position.
- It is required to submit the **Authorization letter as the distributor/dealer/ reseller of the product**
- Mention discount offered/Warranty period/after sale service. (**Manufacturer's Warranty**)
- It should be submitted the manufacturer authorization for goods as per given format [**Annexure V**]
- Mention the details of contact person
- For further clarification Please contact Dy. Director (Supplies) on Telephone no. 2875903

Thank you,
Yours faithfully,

Deputy Director – Supplies
(For the Chairman, Procurement Committee – Minor)
Urban Development Authority