

Procurement of Goods

Under

Shopping Procedure

Invitation of Quotations

For

Procurement of

**SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF
FINGER PRINT MACHINES**

Department of Fisheries and

Aquatic Resources

Contract No. DFAR – DPC-2025– 02 -11

The Manager

.....

Invitation for Bids (IFB)

Department of Fisheries and Aquatic Resources

SUPPLY, DELIVERY, INSTALLATION & COMMISSIONING OF FINGER PRINT MACHINES

(CONTRACT NO: DFAR - DPC- 2025 - 02-11)

The Chairman, of the Department Procurement Committee on behalf of the Department of Fisheries and Aquatic Resources (hereinafter referred to as the DFAR) now invites sealed Bids from eligible and qualified bidders to Supply, Delivery, Installation & Commissioning Finger Print Machines to the Department of Fisheries and Aquatic Resources

- 1 Bidding will be conducted through Shopping Procedure
- 2 Bids must be delivered to the Accountant (Supplies) Finance Division, DFAR 3rd Floor, New Secretariat, Maligawatte, Colombo 10 or could be placed in the Tender Box kept at the Room of Accountant (Supplies), Finance Division, 3rd Floor, at the same premises before **11.00 a.m. on 05th August 2025** Late Bids will be rejected.
- 3 Bids will be opened in the presence of the Bidder's representatives who choose to attend at Room of Accountant (suppliers), Finance division, 3rd Floor, of the same premises immediately after the **closing of Bids at 11.00 a.m. on 05th August 2025**
(The Director General of the Department of Fisheries and Aquatic Resources Reserves The Right To Accept Or Reject Any Bid)
- 4 **A pre - Bid meeting will be held at 11.00 a.m on 23rd July 2025** at the conference Hall in 3rd floor of the address mentioned above.
- 5 Any Bidders can be downloaded the procurement document through the following official Website.
www.fisheriesdept.gov.lk
- 6 Interested suppliers may obtain further information from Accountant (Supplies) of Department of Fisheries and Aquatic Resources Tel : 011- 2472185

Chairman
Department Procurement Committee
Department of Fisheries and Aquatic Resources

Section I: Instructions to vendors (ITV)

General	
01 Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements' Upon receipt of this invitation and your intention to submit a quotation The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
Contents of Documents	
02 Contents of Documents	<p>2.1 The document consist of the Sections indicated below:</p> <ul style="list-style-type: none"> • Section I : Instructions to Vendors (ITV); • Section II : Data Sheet; • Section III Schedule of Requirements; • Section iv : Technical Submission Form • Section V : Quotation submission Form and the Price Schedules • Section Vi : Price schedule • Section Vii : Manufacture 's Authorization • Section Viii : Performance Security Form
Preparation of Quotation	
03 Document Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <p>3.2 Quotation Submission Form and the Price Schedules;</p> <p>3.3 Technical Specifications & Compliance with Specifications.</p>
04 Quotation Submission form and price schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in section IV. This form must be completed without any alterations to its format, and no Substitutes Shall be accepted. All Blank Spaces Shall be filled in with the information requested.</p> <p>4.2 The vendors are advised to Quote different options for the same item but furnish the most competitive among the options available to the bidder</p>
05 Prices and Discounts	5.1 Unless specifically stated in data Sheet, all items must be priced separately in the Price Schedules.

	5.2 The price to be Quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.
Prices and Discounts	<p>5.3 The applicable VAT shall be indicated separately</p> <p>5.4 Prices Quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non – responsive and may be rejected.</p>
06 Currency	6.1 The vendors shall Quote only in Sri Lanka Rupees.
07 Documents to Establish the Conformity	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in section IV "Technical specification & compliance with Specifications "</p> <p>7.2 The Documentary evidence may be in the form of literature, drawings of data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data sheet the vendor shall submit a certificate from the manufacturer or producer of the Goods to supply these Goods in Sri Lanka .</p>
08 Period of Validity of Quotation	8.1 Quotations shall remain valid for the period of Forty-Nine (49) days after the Quotation submission deadline date
09 Format and Signing of Quotation	9.1 The Quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor

Submission and Opening of Quotation	
10 Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the purchaser bear the specific identification of the contract number.</p> <p>10.2 If the Quotation is not sealed and marked as required, the purchaser will assume no responsibility for the misplacement or premature opening of the Quotation</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "data sheet" and no later than the date and time as specified in the Data Sheet.
12. Late Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of Quotation in accordance with ITV Clause 11.1 above.
13. Opening of Quotation	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1 To assist in the examination evaluation and comparison of the quotations, the purchaser may at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the purchaser shall not be considered</p> <p>14.2 The purchaser's request for clarification and the response shall be in writing</p>
15. Responsiveness of Quotation	<p>15.1 The purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the purchaser</p>

16. Evaluation of Quotation	<p>16.1 The purchaser shall evaluate each quotation that has been determined, to be substantially responsive</p>
	<p>16.2 To evaluate a quotation the purchaser may consider the following</p> <ul style="list-style-type: none"> a The Price as quoted: b Price adjustment for correction of arithmetical errors; c Price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of Other factors, in addition to the price quoted if stated in section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods</p>
17. Purchaser's Right to accept any Quotation and to reject any or all Quotation	<p>17.1 The Purchaser reserves the right to accept or reject any quotation and to annul the process and reject all quotations at any time prior to acceptance without thereby incurring any liability to bidders.</p>
Award of Contract	
18. Acceptance of the Quotation	<p>18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
19. Notification of acceptance	<p>19.1 Prior to the expiration of the period of validity of quotation the purchaser will notify the Successful vendor in writing that its quotation has been accepted</p>
20. Signing of Contract	<p>20.1 Within Seven (7) days after notification, the purchaser shall complete the Agreement, and inform the successful Bidder to sign it.</p> <p>21.2 Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement</p>

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Director General, Department of Fisheries and Aquatic Resources Address: New Secretariat Building, 3 rd Floor, Maligawatta , Colombo 10.
5.1	Bidder is allowed to quote for less than the all the items.
7.3	I.. Manufacture 's Authorization III. VAT registration certificate
11.1	Address for submission of quotation is Director General, Address: Department of Fisheries and Aquatic Resources New Secretariat Building, 3 rd Floor Maligawatta , Colombo 10 or could be placed into the Tender Box Room of the Accountant (Supplies) Finance Division 3 rd Floor, Department of Fisheries and Aquatic Resources New Secretariat Building Maligawatta , Colombo 10. Deadline for submission of quotation is Date – 05th August 2025 Time - 11.00 a.m.
13.1	The quotation shall be opened at the following address: Finance Division, 3 rd Floor, Department of Fisheries and Aquatic Resources New Secretariat Building, Maligawatta, Colombo 10. Date – 05th August 2025 Time - 11.00 a.m.
16.3	Other factors will be considered for evaluation are : I. Delivery Period II. should have minimum 05 years of experience in the business of Finger Print Machines and should provide minimum 03 years of records for such experiences. III. A List containing information on all installations of the proposed product/model with contact details shall be provided
21.1	A Performance Security Shall be required

Signature of Bidder

Date

**Section III:
Schedule of Requirements**

Line Item No.	Description of Goods	Location	Quantity	Final Destination	Transportation and any other services	No of Copies	Delivery Date	
							Latest Delivery Date	
1.	Finger Print Machines	Colombo (Moratuwa) District fisheries office	1	To Each District Fisheries Office and Department of Fisheries & Aquatic Resources			<u>Within two weeks of order processing</u>	Bidder's offered Delivery date [to be provided by the bidder]
		Kaluthara District fisheries office	1					
		Galle District fisheries office	1					
		Matara District fisheries office	1					
		Hambanthota (Tangalle) District fisheries office	1					
		Ampara (Kalmunai) District fisheries office	1					
		Batticaloa District fisheries office	1					
		Trincomalee District fisheries office	1					
		Jaffna District fisheries office	1					
		Mannar District fisheries office	1					
		Mullative District fisheries office	1					
		Killinochchi District fisheries office	1					
		Puttalam District fisheries office	1					

		Chilaw (Mahawewa) District fisheries office	1					
		Gampaha (Negambo) District fisheries office	1					
		Department of fisheries and Aquatic Rescores (Head Office Colombo 10)	1					
	SUB TOTAL		16					

Signature of Bidders
Common Seal

Date

Section IV:
TECHNICAL SPECIFICATION & COMPLIANCE

FINGER PRINT MACHINES FOR OFFICE ATTENDANCES

SPECIFICATION	MINIMUM REQUIREMENT S	BIDDER RESPONSE
Model	Please Specify	
Build year	Please Specify	
Country Of Origin	Please Specify	
Display type	3 colour LCD	
Display Dimensions	Please mention	
Machine Dimensions	Please mention	
Operation system	Please mention	
Sensor type	Optical	
Fingerprint templates	Minimum 3000	
Transaction capacity	Minimum 100000	
Memory	64MB	
Data serve period	Minimum two years	
Battery backup time	Minimum 04 Hrs	
Communication	TCP/IP, USB disk, USB cable, WIFI	
Verification time	Please mention	
Response time	Please mention	
Power supply	DC (with access control function) Should be compatible with 230V/5A supply	
Support	Employee management system, leave management and multiple sheets	
Working temperature	20C-45C	
Working humidity	20%-80%	
Warrantee period	Minimum 01 years	
Special features	Please mention	
Ex stock	Should be available	
After sales service	Office hours for 05 years	
Repair	Should attend within one day. Backup machine should be provided within 02 days	
Link	An API services to link the fingerprint from all locations to the central software system developed by Department of Fisheries	

Signature of Bidder :-

Date

Section V.

Quotation Submission Form

[The vendor shall fill in this in Form in accordance with the instructions indicated No. alterations to its format shall be permitted and no substitutions will accepted]

Date:

.....

To:

We, the undersigned declare that –

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery
- (c) Schedules specified in the schedule of Requirements the following Goods [*insert a brief description of the Goods*];
- (e) The total price of our quotation including any discounts offered is

Total	quoted	price
(inword)		

Total	quoted	price
(infigure)		

Our quotation shall be valid for the period of time specified in ITV Sub – Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub- Clause 11.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (a) We understand that this quotation together with your written acceptance Thereof included in your notification of award shall constitute a binding contract between us.
- (b) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: (Insert signature of person whose name and capacity are shown)

Name: (Insert complete name of person signing the Bid submission form)

Date:

Price Schedule

SECTION VI

Line Item No.	Description of Goods	Location	Country Of Origin	Make & Model	Quantity	Unit Price (W/O VAT) LKR	Sub Total (W/O VAT) LKR	Total VAT	Sub Total (With VAT)	Delivery Date	
										Latest Delivery Date	
1.	Finger Print Machines	Colombo (Moratuwa) District fisheries office			1					<u>Within two weeks of order processing</u>	Bidder's offered Delivery date [to be provided by the bidder]
		Kaluthara District fisheries office			1						
		Galle District fisheries office			1						
		Matara District fisheries office			1						
		Hambanthota (Tangalle) District fisheries office			1						
		Ampara (Kalmunai) District fisheries office			1						
		Batticaloa District fisheries office			1						
		Trincomalee District fisheries office			1						
		Jaffna District fisheries office			1						
		Mannar District fisheries office			1						
		Mullative District fisheries office			1						
		Killinochchi District fisheries office			1						
		Puttalam District fisheries office			1						

		Chilaw (Mahawewa) District fisheries office			1						
		Gampaha (Negambo) District fisheries office			1						
		Department of fisheries and Aquatic Rescues (Head Office Colombo 10)			1						
	Grand Total				16						

VAT registration number (if application)

Total amount in Figures; SLR

Total amount in words : SLR

Name & address of the Company :

.....

.....

Telephone Number :

Fax Number

Signature of Bidder

Date :

(Common Seal of the Company)

SECTION VII
Manufacture' s Authorization

(If requested under ITV clause 7.3 the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated)

Date:

WHEREAS

We (Insert complete name of Manufacturer), who are official manufacturers of (Insert type of goods manufactured), having factories at (Insert full address of Manufacturer' s factories), do hereby authorize (Insert complete name of Bidder) to submit a quotation the purpose of which is to provide the following Goods, manufactured by us (Insert name and or brief description of the Goods) and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm

Signed : (Insert signature (s) of authorized representative (s) of the Manufacturer)

Name : (Insert complete name (s) of authorized representative (s) of the Manufacturer)

Title : (Insert Title)

Duly authorized to sign this Authorization on behalf of: (Insert Complete name of the Bidder)

Dated on day of,
(Insert Date of Signing)

SECTION VIII

PERFORMANCE SECURITY

(The issuing agency, as requested by the successful Bidder, shall fill in this from in accordance with instructions indicated)

----- (Issuing Agency's Name, and Address of Issuing Branch or Office) -----

*Beneficiary: Director General
Department of Fisheries and Aquatic Resources
New Secretariat Building
Maligawatta,
Colombo 10.

Date: -----

PERFORMANCE GUARANTEE NO: -----

We have been informed that ----- (name of Supplier) (hereinafter called “the Supplier”) has entered into Contract No. ----- (reference number of the contract) dated ----- with you, for the ----- Supply of -----(name of contract and brief description) (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 Supplier, we ----- (name of Agency) hereby irrevocably undertake to pay you sum or sums not exceeding in total an amount of ----- (amount in figures) (-----) (amount 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 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 sum specified therein.

This guarantee shall expire no later than the day of20... (insert date, 28 days beyond the scheduled completion date including the warranty period) and any demand payment under it must be received by us at this office on or before that date.

(signature(s)

**CONTRACT AGREEMENT
ON
SUPPLY DELIVERY INSTALLATION AND COMMISSIONING OF FINGER PRINT
MACHINES**

CONTRACT NO: DFAR - DPC-2025- 02-11

This CONTRACT AGREEMENT is made on the
BETWEEN,

01) **SUSANTHA KAHAWATHTHA**, Director General, Department of Fisheries & Aquatic Resources and having its principal place of business at New Secretariat Building, Maligawatta, Colombo 10 (hereinafter called the “Purchaser”), AND

02) duly registered Company under the Companies Act No. 7 of 2007 (Reg.No. PV) having its principal place of business 12, Magazine Road, Colombo - 08. (hereinafter called the “Supplier”).

WHEREAS the Supplier has been awarded the Contract to Supply, delivery and installment (hereinafter called as “Supplying Service”) to the Purchaser. The Contract Value is Rs..... (.....) (without VAT) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

- 1) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2) The following documents shall constitute the Contract between the purchaser and the supplier, and each shall be read construed as an integral part of this Contract:
 - a) This Contract Agreement
 - b) General Conditions
 - c) Special Conditions of the Contract
 - d) Requirement Identification, Technical Specifications & Compliance
 - e) The Supplier’s Bid and Original Price Schedules
 - f) The Purchaser’s Letter of the Acceptance.
- 3) This Contract shall prevail over all other Contract documents, in the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

- 4) In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to supply, deliver and install and commission of the service and to remedy defects therein in conformity, in all respects, with the provisions of the Contract.
- 5) The Purchaser hereby covenants to pay the Supplier in consideration for the provision of the supplied service and the remedying of defects therein if any, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed in the Contract.

IN WITNESS WHEREOF the Purchaser set his respective hand and the Supplier the
has caused its common seal affixed hereto and to two others of the same and date at Department of Fisheries & Aquatic Resources, Colombo on (..... 2025)

.....
Purchaser

Witnesses

01.

Name :

NIC No. :

02.

Name :

NIC No. :

The common sealing of the was affixed in the presence of
..... (name) (NIC No -), (post) of the
said Company who do attest the sealing thereof.

.....
Supplier

Witnesses

01.

Name :

NIC No. :

02.

Name :

NIC No. :