



THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

**Development Lotteries Board
Bidding Document**

**Invitation to bids for
Designing, Writing, Printing
and supplying of Annual Reports - 2020**

BID No : DLB/PRO/2021/03

Bidders Name	:-
Receipt No	:-
Issued by	:-

Development Lotteries Board,
356. Dr. Colvin R. De Silva Mawatha,
Colombo 02.

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 Chairman, Minor Procurement Committee Development Lotteries Board will be invited Bids from Reputed suppliers for Designing, Writing Printing and supplying of Annual Reports – 2020 as per the specification given in the section III & IV. Sample books can be inspected at DLB on week days.
B: Preparation of Quotation	
2. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules (b) A copy of refundable deposit receipt / Bid Security (c) Bidder printed Sample book should be submitted as per the specification along with the bid (d) Customers list with contact numbers (e) Job completion Programme (Time schedule) (f) BR copy (g) VAT registration copy (if available) (h) If any
3. Quotation Submission Form and Price schedules	3.1. The vendor shall submit the Quotation Submission Form using the form furnished in Section IV. 3.2. Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
4. Submission of Sample	a) A copy of annual report on similar quality, printed by the bidder shall furnish along with the bid.
5. Prices and Discounts	5.1. The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Period of Validity of quotation	7.1 Quotations shall remain valid for the period of sixty (60) days from the quotation submission deadline date.
8. Format and Signing of Quotation	8.1 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.
C: Submission and Opening of Quotation	
9. Refundable tender deposit / Bid Security	Bidder should submit a bid security along with the bid as one of followings. 9.1. Bid security for Rs. 25,000.00 using attached format issuing by the any

	<p>C.B.S.L accepted commercial bank in Sri Lanka. Validity : - Up to 2021.07.30 Beneficiary : - Chairman, Development Lotteries Board</p> <p style="text-align: center;">Or</p> <p>9.2 A copy of receipt taken by DLB on payment of Rs.18,500.00 as refundable tender Deposit, along with the bid. If not submitted treated as rejected.</p>
10. Submission of Quotation	<p>10.1. Vendors may submit their quotations by registered post or by hand in sealed envelopes addressed to the Chairman, Minor Procurements Committee Development Lotteries Board, 356. Dr. Colvin R. De Silva Mawatha, Colombo 02. A Tender box provided at the Procurement Division Of the above address.</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 . at 2.30 p.m. on 2021.03.02
12. Opening of Quotations	12.1. at 2.30 p.m. on 2021.03.02
D: Evaluation and Comparison of Quotation	
13. Performance Security	13.1. Within 10 days of the notice of the award from the purchaser. The selected bidder shall furnish the performance security for 10% of the contract value on behalf of the chairman of Development Lotteries Board as per the form attached herewith. Validity period is 120 days from the date of the letter of award.
14. Evaluation of quotation	<p>14.1. The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>14.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) Quality of the product finishing (c) Quality of the Materials used.
15. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	15.1 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.
E: Award of Contract	
16. Payments	16.1 Payments will be made within 30 days of the completion of supplying finished goods to DLB premises. Advance payments not be made.
	17.1 The Chairman of Development Lotteries Board has the right to

17. Termination Clause	terminate the agreement; in the event of the services do not meet the requirements Specified in the tender document.
18. Agreement Period	18.1 The agreement period is 60 days from the letter of award
19. Governing Law	19.1 The tenders and any contract resulting there from shall be governed by and construed according to the Law of Sri Lanka.
20. Liquidated Damages	20.1 The liquidated damages should be half (0.5) percent per week of contract price or part thereof. Maximum amount of liquidated damages 10% of the contract price.
If you need further clarification please do not hesitate to contact AGM (Procurement) – 076-9475871, agmproc@dlb.lk	

Chairman,
Minor Procurement Committee,
Development Lotteries Board,
356. Dr. Colovin R. De Silva Mawatha,
Colombo 2.
Tel: 011 4824824
www.agmproc.lk
2021

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Chairman, Development Lotteries Board, Address: No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02
09.1	Address for submission of Quotations is : Chairman, Development Lotteries Board, No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02 Deadline for submission of quotations is 2.30 p.m. 2021.03.02
14	The quotations shall be opened at the following address: Chairman, Development Lotteries Board, No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02 Bids will be opened on 2.30 p.m. 2021.03.02

Section III: Schedule of Requirement

	Required	Delivery Date		
		Latest Date	Delivery	Bidder's offered Delivery date [<i>to be provided by the bidder</i>]
1	Designing, Writing, Printing and Supplying of Annual Reports as per the specification.			
2	Translation cost per word (Sinhala & Tamil)		within 60 days of the award	

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Signature with Seal

Section IV

Technical specification and request / Compliance

Development Lotteries Board

Designing, Writing and Printing of Annual Report – 2020

General guidelines

- Annual Report should be in three languages. Number of pages should be around 270 with equal number of page allocated to each language starting from Sinhala, Tamil, and English. Job includes conceptualizing, designing, and producing art work, development of a theme, layout, pagination, typesetting, high end scanning of image editing, laser proofing, agency coordination, art direction and final art work.
- 400 copies to be produced and print using colour separation using CTP technology, digital proofs, plate writing and printing of annual reports and envelops.
- Cover in 04 colour on 300gsm Matt Art Board with Matt Laminating. 270 inner page in (150 pages in 04 color and 120 pages in 02 color) on 120 gsm Matt Art paper. Complete with section sewn and perfect binding. Envelopes printed on 100gms offset paper in 01 colour.
Pro-RATA calculation to be submitted along with the bid
- Interviewing, copy writing, editing and proof reading the following contents,
 - a. Chairman’s Review
 - b. Board of Directors Review
 - c. Operational Review
 - d. Sustainability Report
 - e. Corporate Governance Report
 - f. Risk Management Report
 - g. Audit and Management Report
- Required Translations, copy writing, type setting proof reading should be carried out to produce the annual Report in three languages.
- Bidders are expected to combine all necessary information, design and write all reports pertaining to the Annual Report. The Annual Report should be included following contents. Bidders are requested to include additional reports as may be appropriate with their expertise to make the Annual Report useful to readers.

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Signature with Seal

- a. Creative cover page in three languages
- b. Theme of the Cover page
- c. Vision, Mission and Values
- d. Corporate Information
- e. Photographs (Board of Directors, Management Staff)
- f. History of Development lotteries Board
- g. Milestones
- h. Chairman's Review
- i. Board of Directors
- j. Review of Board of Directors
- k. Management Team
- l. Operational Review (DLB to provide details and Bidder to compile)
- m. Sustainability Report (DLB to provide details and Bidder to compile)
- n. Corporate Governance (DLB to provide details and Bidder to compile)
- o. Audit and management committee report. (DLB to provide details and Bidder to compile)
- p. Risk Management Report (DLB to provide details and Bidder to compile)

Financial Report

- q. Auditor General's Report (Sinhala hard copy will be provided by DLB Bidder to translate to English and Tamil)
- r. Statement of Comprehensive Income (English excel soft copy will be provided)
- s. Statement of Financial position (English excel soft Copy will be provided)
- t. Cash flow Statement (English excel soft copy will be provided)
- u. Statement of Changes in Equity (English excel soft copy will be provided)
- v. Notes to the Financial Statements (English excel soft copy will be provided)
- w. Notes to the final Accounts (English excel soft copy will be provided)

Financial Highlights

- x. Ten Year Summery (English excel soft copy will be provided)
- y. Comparative Statement of Financial Position (English excel soft copy will be provided)
- z. Comparative Statement of Comprehensive Income (English excel soft copy will be provided)

aa.End page.

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Signature With Seal

- Bidder are required to coordinate with DLB and design, write relevant reports of the annual report.
- Bidders are expected to quote Printing separately per annual Report. Number of books to be printed 400.

Additional Notes: -

- Prices once quoted are expected to be fixed until the completion of full report.
- Bidders are requested to limit the page as earlier mentioned maximum number of pages around 270.
- Bidders to send proof checked design of the annual report to DLB for the approval before the print of the final work.
- Work includes relevant professional translations of Sinhala, Tamil and English as may be applicable.
- 400 hard Copies along with soft copies of the same should be made available. Soft copies of each language of the completed work should be in PDF form copied to a CD or pen drive. Soft copy should be able to reproduce.

Payments : -

- Full payment will be made after successful completion of the work. Advance payment will not be made.

Completion of the order : -

- Bidder to complete full annual report within 21 days after receiving required information from DLB.

Proposal should include but not limited to:

- Company registration
- Major clients
- CD with Annual Reports Completed Before
- Key Staff details
- Action plan
- Awards won

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Signature with Seal

Section V

Quotation Submission Form

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

To: *Development Lotteries Board,
No.356, Dr. Colvin R De Silva Mawatha,
Union Place,
Colombo 02.*

Date:

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 Schedules specified in the Schedule of Requirements the following Goods *[Printing of Annual Reports - 2020]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
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.....
.....
- (d) 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;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed :

Name :

Designation :

Name of the Bidder:
.....

Date :

Section VI

Price Schedule

Line Item No	1	2	3	4	5	6
	Description of Goods	Qty	Unit Price	Total Value	VAT 8%	Grand Total
01	Designing, Writing, Printing and Supplying of Annual Reports as per the specification.	400				
02	Translation cost per word (Sinhala & Tamil)	-		-		

- Sample book done by the bidder should be submitted for along with the bid / Extra details can be also attached with the bid.
- Vat registration no: -

Above all details are true and accurate

Address : -

Telephone Number : -

Contract Person : -

Name of Bidder:.....

Signature of Bidder
(With seal)

1. Contract Agreement

THIS CONTRACT AGREEMENT is made

the [insert: number] day of [insert: month], [insert: year].

BETWEEN

- (1) [insert complete name of Purchaser], a [insert description of type of legal entity, for example, an agency of the Ministry of or corporation and having its principal place of business at [insert address of Purchaser] (hereinafter called “the Purchaser”), and
- (2) [insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency(ies)] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH 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 and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Contract Data
 - (c) Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (g) [Add here any other document(s)]

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 provide the Goods and Services 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 of the provision of the Goods and Services and the remedying of defects therein, 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 by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature]

in the capacity of [insert title or other appropriate designation]
in the presence of [insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier]
in the capacity of [insert title or other appropriate designation] in the
presence of [insert identification of official witness]

