HIGH COMMISSION OF INDIA
COLOMBO

No. Col/Prop/885/04/2026 Dated 03.11.2026

Tender Notice

The High Commission of India, Colombo invites competitive bids from reputed firms for supply and installation of IT equipments as per the details and specifications mentioned at ***Annexure-A*** [07 units of HP Pro Tower 280 G9 desktop sets with Windows OS & MS Office, 02 units of HP Color Laserjet Pro MFP 3303sdw printers, 02 unit of HP LaserJet Pro 4003dn printer, 07 units of DCP 650VA UPS and 01 unit of HP Laptop 15-FD0688TU].

2. The quotation submitted by the bidder must be **inclusive** of **delivery** to our office at No. 36-38, Galle Road, Colombo-03 and **installation** of hardware as well as specified OS/softwares. Further, the rates mentioned in the bid must be ***without VAT***.

3. Interested firms are requested to submit their bids in a sealed envelope **on or before 24.11.2026 (1400 hrs)**. The bid must be addressed to "*Head of Chancery, High Commission of India, No. 36-38, Galle Road, Colombo-03*".

4. The bid must be submitted only in the format prescribed at ***Annexure-A***. contain details including brand name, full specifications along with cost of equipment, inclusive of delivery & installation charges, in Sri Lankan Rupees. The lowest bidder shall be declared on the basis of the total amount, inclusive of charges for delivery and installation.

5. The bids shall be opened at 1500 hrs on 24.11.2026 at the High Commission of India, Colombo. Interested bidders may send a representative to attend the opening of bids.

6. This is a lumpsum fixed-price tender. The bidder should examine the brand details and specifications mentioned above, before submitting the bid. No escalation in price shall be allowed after submission/acceptance of bid.

7. **Bid validity**: The bids must be valid for a period of Sixty (**60**) days from the date of opening of bids.

8. **Earnest Money Deposit :**

i. Along with the bid, the bidder shall submit Earnest Money Deposit (EMD) in the form of bank cheque ***or*** demand draft, amounting to SLR 80,000/- (Sri Lankan Rupees Eighty Thousand only).
ii. The EMD must be valid for 30 days beyond the bid validity period (i.e., last date of bid submission + 90 days).
iii. If the bidder refuses to supply the items at the prices quoted by him, the earnest money deposited by the bidder will be forfeited.
iv. Bids submitted without earnest money shall be summarily rejected.
v. EMD in respect of all unsuccessful applicants shall be returned without any interest, after the issuance of purchase order to the successful bidder.
vi. In case of the selected bidder, the EMD shall be returned on submission of performance guarantee by them.

9. **Performance Security**: The selected bidder shall deposit a performance security in the form of an unconditional and irrevocable Bank Guarantee equal to 5% of Accepted Tender Amount. This bank guarantee must be valid up to 30 days beyond the completion of defects liability period / warranty period.

10. **Defects Liability Period (Warranty)**

i. Warranty period will be atleast 24 months from the date of completion of the job of supply and installation of computers.
ii. In case the lowest amount is quoted by two or more bidders, purchase order shall be issued to the bidder offering the longer warranty period.
iii. The supplier is bound to rectify/replace the defective item, which may come to notice during defects liability period, free of cost.
iv. In case of non-compliance of removal/rectification/replacement of defective item, the High Commission of India shall have the right to forfeit full or part of performance guarantee.

11. **Completion period** : The successful bidder shall supply and install all said items within fifteen (15) days from the date of issue of Purchase Order.

12. The High Commission of India, Colombo reserves the right to accept or reject any bid at any stage of the tender or to amend/cancel the tender without assigning any reason.

13. For any clarification on any aspect of this tender notice, contact us at estt.colombo@mea.gov.in or Tel – 011-2436570.

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Annexure-A

Bid for supply and installation of IT equipment at High Commission of India, Colombo

Item	Brand and specifications	Unit price (in SLR)	Qty.	Amount (in SLR)
Desktop computer	**HP Pro Tower 280 G9** Processor – i5 14400 8 GB RAM , 512 GB SSD Monitor : 21.45" display, USB-based Keyboard and Mouse, Inbuilt DVD RW drive, Inbuilt speaker, Windows 11 pro, MS Office Home 2024.		07	
Colour Printer	**HP Color Laserjet Pro MFP 3303sdw** multifunction printer		02	
B&W Printer	**HP LaserJet Pro 4003dn** black&white duplex printer		02	
UPS	DCP 650VA		07	
Laptop	**HP Laptop 15-FD0688TU** 13th Gen Intel Core i5-1334U, 8GB RAM, 512GB SSD		01	
Delivery and installation charges, if any				
Total (in figures)				
(in words) Sri Lankan Rupees _____				

Enclosed : EMD of SLR 80,000/-

I/we undertake that, if selected for the tender, I/we shall supply and install the above-mentioned items within 15 days of receipt of Purchase Order.

I/we understand that if I/we fail to supply the items at the prices quoted above, the earnest money of SLR 80,000/- will be forfeited by the High Commission.

(Signature)

Date :

Name :

Designation :

Name of firm :

Address :

Contact no. :