

**HIGH COMMISSION OF INDIA
COLOMBO**

No. Col/Prop/885/03/2026

Dated 05.05.2026

Tender Notice

The High Commission of India, Colombo invites competitive bids from reputed firms for **supply and installation of thirteen (13) nos. of computers**, as per the following specifications:

Dell / HP brand
Processor – i5 14400
8 GB RAM , 512 GB SSD
Monitor : 22 inch screen
USB-based Keyboard and Mouse,
Inbuilt speaker and DVD RW
Windows 11 pro (OEM/retail genuine license)
MS Office Home

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 Windows 11 pro and MS Office. 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 26.05.2026 (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**. It must 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 of hardware and OS.
5. The bids shall be opened at 1500 hrs on 26.05.2026 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 a refundable Earnest Money Deposit (EMD) in the form of a bank cheque **or** demand draft **or** Bank Guarantee (*Annexure-B*), amounting to **SLR 140,000/-** (Sri Lankan Rupees One Lakh Forty 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 security deposit by them.
9. **Performance Security:** The selected bidder shall deposit a performance security in the form of an unconditional and irrevocable Bank Guarantee (*as per Annexure-C*) 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.

Bid for supply and installation of 13 computers at High Commission of India, Colombo

| Item | Brand and specifications (specify model of HP/Dell only) | Unit price (in SLR) | Qty. | Amount (in SLR) |
|------------------------------|--|------------------------|------|--------------------|
| Desktop computer | Processor – i5 14400 8 GB RAM , 512 GB SSD Monitor : 22 inch screen USB-based Keyboard and Mouse, Inbuilt speaker & DVD RW | | 13 | |
| Windows 11 pro | OEM / genuine retail licensed OS | | 13 | |
| MS Office Home 2024 | Must be genuine licensed software (MS Word + Excel + Powerpoint) | | 13 | |
| Delivery charges, if any | | | | |
| Installation charges, if any | | | | |
| Total (in figures) | | | | |
| (in words) Sri Lankan Rupees | | | | |
| _____ | | | | |

Enclosed : EMD of SLR 140,000/-

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 140,000/-** will be forfeited by the High Commission.

(Signature)**Date :****Name :****Designation :****Name of firm :****Address :****Contact no. :**

(Note : Each bidder may submit maximum two quotations in separate copy of this page – one for a model of HP and one for a model of Dell brand. However, the computer must fulfill the mandatory specifications mentioned in the table above. Purchase order shall be issued to the supplier with the lowest quotation, subject to fulfillment of the terms and conditions listed in the tender document. The decision of the High Commission shall be final in this matter.)

Bank Guarantee Proforma for Earnest Money Deposit

Bank Guarantee No.....

Brief description of contract: **TENDER FOR SUPPLY OF 13 COMPUTERS at High Commission of India, 36-38, Galle Road, Colombo-03**

Name of Beneficiary: The High Commission of India, Colombo

Address of Beneficiary : No. 36-38, Galle Road, Colombo-03

Whereas M/s (**Name of Contractor with address**) have submitted their tender for **SUPPLY OF 13 COMPUTERS at High Commission of India, 36-38, Galle Road, Colombo-03**, for the High Commission of India, and one of the tender conditions is for the M/s (**Name of Contractor with address**) to submit a Bank Guarantee for Earnest Money Deposit amounting to **SLR 140,000/-** (Sri Lankan Rupees One Lakh FortyThousand only). In fulfillment of the tender conditions, we, (**Name of Bank with address**) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **SLR 140,000/-** (Sri Lankan Rupees One Lakh FortyThousand only).

2. This guarantee is valid upto _____ (90 days after last date of bid submission)____ and any claim and statement hereunder must be received at the above-mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to **SLR 140,000/-** (Sri Lankan Rupees One Lakh FortyThousand only)

4. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

5. This guarantee shall be governed and construed in accordance with the laws of Sri Lanka and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Sri Lanka Courts.

Date:

Name:

Place:

Signature:

Bank Guarantee Proforma for Performance Security

Bank Guarantee No.....

Brief description of contract: **TENDER FOR SUPPLY OF 13 COMPUTERS at High Commission of India, 36-38, Galle Road, Colombo-03**

Name of Beneficiary: The High Commission of India, Colombo

Address of Beneficiary : No. 36-38, Galle Road, Colombo-03

Whereas M/s (**Name of Contractor with address**) have submitted their tender for **SUPPLY OF 13 COMPUTERS at High Commission of India, 36-38, Galle Road, Colombo-03** at Colombo for the High Commission of India, and one of the tender conditions is for the M/s (**Name of Contractor with address**) to submit a Bank Guarantee for Performance Security amounting to SLR _____ (Sri Lankan Rupees _____ only) in fulfillment of the tender conditions, we, (**Name of Bank with address**) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount to SLR _____ (Sri Lankan Rupees _____ only)

2. This guarantee is valid for a period of 760 (**Seven Hundred and Sixty**) **Days** and any claim and statement hereunder must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained hereinabove, the maximum liability under this guarantee is restricted to SLR _____ (Sri Lankan Rupees _____ only)

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from date of issue up to the (*mention date after 760 days from date of completion of work*) and claims under this guarantee should be submitted not later than (*mention date after 760 Days from date of completion of work*).

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of Sri Lanka and is governed by the United Rule for Demand Guarantee (URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Sri Lanka Courts.

Date:

Name:

Place:

Signature: