सत्यमेव जयते

High Commission of India
Colombo

NOTICE INVITING TENDER FOR SUPPLY OF SCHOOL BAGS, WATER BOTTLES AND GEOMETRIC BOXES

Tender No: COL/DC/228/01/2023-04	**DATED: 16.10.2026**
Important Dates	
Published Date	**16.10.2026**
Bid Document Download Start Date	**16.10.2026**
Clarification Start Date	**16.10.2026**
Clarification End Date	**26.10.2026**
Pre bid meeting date	**27.10.2026 (1500 hrs)**
Bid Submission Start Date	**16.10.2026 (1000 hrs)**
Bid Submission End Date	**06.11.2026 (1230 hrs)**
Date of Technical Bid Opening	**06.11.2026 (1430 hrs)**

The bids (technical and financial) shall be posted/handed over in separate covers to Second Secretary (Development Cooperation), High Commission of India, Colombo, 36-38, Galle Road, Colombo 03, Sri Lanka on or before 1230 hrs 06 November 2026.

NOTICE INVITING TENDER (NIT)

1. Bids are invited from authorized bidders/contractors for Supply of School Bags, Water Bottles and Geometric Boxes.

2. The supply of School Bags, Water Bottles and Geometric Boxes (estimated quantity in 2026 is 16,300 of each item). This is only an indicative estimate to enable the bidders to make an effective bid. Actual numbers may vary at the time of order, as per requirements.

3. The two bid system (Technical and Financial) shall be followed for this tender. The technical and financial bids (completed in all respects) should reach, Second Secretary (Development Cooperation), High Commission of India, Colombo, 36-38, Galle Road, Colombo 03, Sri Lanka by not later than 1230 hrs 06.11.2026 in separate covers.

4. <u>Eligibility Criteria for Bidders</u>:

i) Only Sri Lankan and Indian companies registered in Sri Lanka are eligible for bidding.

ii) The bidder shall have minimum 3 years of experience of supplying items covered under this tender in bulk to schools or other educational institutes in Sri Lanka and/or abroad (Valid proof has to be attached).

iii) The bidder shall have a minimum turnover of SLR 90,000,000/- during last three years ending 31st March of the previous financial year. (Attested copies of supported documents i.e. income tax returns etc. of last 3 financial years must be submitted along with the technical bid).

iv) The bidder shall not have been blacklisted by any of the Departments/Ministries/organisation of the Government of Sri Lanka/ the Government of India. A duly signed undertaking to this effect must be submitted with the technical bid;

v) The bidder should possess valid VAT/Tax registration. Attested copies of the same must be submitted with the technical bid;

5. <u>Submission of bids</u>:

i) The bids (technical and financial) shall be posted/handed over to Second Secretary (Development Cooperation), High Commission of India, Colombo, 36-38, Galle Road, Colombo 03, Sri Lanka not later than 1230 hrs 06.11.2026 in separate covers.

ii) The bids (complete in all respect) must be posted as explained below:

Cover 1 - (Technical Bid)		
Sl. No.	**Document**	
1.	Earnest Money Deposit (EMD) / Bid Security as specified below at (V) (scanned copy) and bank details (certified copy)	
2.	Income Tax return and copy of balance sheet (including profit & loss account statement) for last three financial years	
3.	Tax Registration no. along with registration certificate	
4.	Proof of minimum 3 years of experience of supplying items covered under this tender in bulk to schools or other educational institutes in Sri Lanka	
5.	Undertaking that the bidder has not been blacklisted by any Departments / Ministries / Organisations of the Govt of Sri Lanka and the Govt of India.	
6.	Registration and incorporation certificate of firm / Company	
7.	Compliance statement that bidder agrees to all terms and conditions of this tender document	
8.	Certificate that the quality, material of School Bags, Water Bottles and Geometric Box supplied by the bidder are in compliance with the specifications mentioned at **Annexure I.**	
Cover-2(Financial Bid)		
Sl. No.	**Document**	
1.	Financial bid as per **Annexure-II** of this tender document (should be quoted in Sri Lankan (SLR))	

iii) Companies shall submit their quote in SLR.

iv) EMD/Bid Security: The amount of EMD/Bid Security is as specified below. The EMD/Bid Security shall be submitted in the form of Bank Guarantee **Annexure-III** or Demand Draft or Fixed Deposit Receipt or Banker's Cheque along with the Technical bids (in the same envelope). Bidders shall submit EMD/Bid Security drawn in favour of 'High

Commission of India' payable at "State Bank of India, Colombo". The Bid Security should be valid for a period of 45 days beyond the final bid validity period. In case bid security is submitted in form of Bank Guarantee, bidders are requested to provide a letter of confirmation from the concerned Bank Guarantee issuing authority to the High Commission of India at **dc1.colombo@mea.gov.in** along with the following details:

(i) Date of issue
(ii) Bond number
(iii) Value
(iv) To whom the bond is issued

The EMD/Bid Security payments may be made as below:

Sn. No	**Items**	**EMD/Bid Security (in SLR)**
1	School Bags, Water Bottles and Geometric Box	1,304,000/-

a. Tender received without EMD/Bid Security or EMD/Bid Security for lesser amount will be summarily rejected.

b. The EMD/Bid Security will be returned to the bidder(s) whose offer is not accepted by High Commission of India, Colombo within 30 days from the date of signing the agreement with the successful bidder. In case of unsuccessful bidders during first stage (i.e. technical evaluation) will be returned within 30 days of declaration of result of first stage. However, if the return of EMD/Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.

c. The EMD/Bid Security of the successful bidder(s) will be returned on receipt of Performance Guarantee.

d. <u>EMD of a bidder will be forfeited, if the bidder withdraws or amend its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.</u>

6. **Financial Bid**: The bidder must submit their financial bid in the prescribed format specified at **Annexure II** of this tender document and no other format is acceptable. If the format is found to be modified, the bid will be rejected. The bidders are strictly advised to refrain from quoting unrealistic prices, at which they may not make supplies later;

7. **Critical Dates**: **Given in page no. 1 of the Tender document**

8. **Extension of last date at the Discretion of the High Commission of India, Colombo**: The High Commission of India, Colombo may at its discretion can extend the last date for submission of the bids and such extension shall be binding on all the Bidders. Addendum/Corrigendum, if any in this regard, will be published on our website www.hcicolombo.gov.in under the Tender section and on www.eprocure.gov.in.

9. **Opening of Technical Bid & Financial Bid**:

i) The sealed quotations (technical bids) will be opened on 06.11.2026 at 1430 hrs at High Commission of India, Colombo. Bidders can attend the same.

ii) Financial bids of only those bidders, whose technical bids are declared eligible by the committee, will be evaluated;

iii) After scrutiny of technical bids, the High Commission of India, Colombo shall shortlist the eligible bidders and inform them of the date and time of opening of the Financial Bids.

iv) In case the date of opening of tender is declared a holiday for unexpected reasons, the tender shall be opened same time on the next working day.

10. **Validity of Bid**: The bids shall be valid for a period of 180 days from the last date of submission of bids. A bid for a shorter period of validity shall stand rejected.

11. **Non transferability**: This tender is non-transferable. Incomplete and conditional Tenders will be summarily rejected.

12. **Non-withdrawal of Bids**: No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be forfeited.

13. Basis of awarding the contract:

(i) The contract shall be awarded on the basis of Technical Evaluation Committee's evaluation report to lowest evaluated eligible responsive (L1) bidder.

(ii) If more than one bidders have offered the same rate, the High Commission of India, Colombo reserves the right to classify all such bidders as L1 and award the work to any one of such L1 bidders based on relevant parameters in respect of bidders.

14. Purchasers Rights:

i) High Commission of India, Colombo reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever;

ii) High Commission of India, Colombo reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract;

iii) High Commission of India, Colombo reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds;

iv) If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its performance guarantee shall be forfeited;

v) Terms and conditions specified at **Annexure-IV** of the Tender Document shall be binding on the Supplier;

vi) It shall in no way be binding on the High Commission of India, Colombo to purchase the exact number of quantities as indicated in the Tender Document. The actual quantities that may be purchased by the High Commission of India, Colombo may vary.

15. Performance Bank Guarantee (PBG):

i) Successful Bidder(s) will be required to submit a performance bank guarantee of (SLR)three (3) percentage of the actual contract value at the time of award of work along with the acceptance of award of work. The performance guarantee should be valid for a period of 60 days beyond the date of completion of all contractual obligations.

ii) Bidders shall submit Unconditional Performance security in the form of Bank Guarantee **Annexure-V** or Demand Draft or Fixed Deposit Receipt or Banker's Cheque issued by a commercial bank approved by the Central Bank of Sri Lanka.

iii) If successful bidder(s) fails to furnish the required bank guarantee within the specified period, EMD will be forfeited and the bidder will be barred from participating in future tenders of the High Commission of India, Colombo.

16. Delivery

The items duly inspected, against all the orders received by the bidder will be delivered to Ministry Plantation and Community Infrastructure, Colombo, Sri Lanka. These School Bags, Water Bottles and Geometric Boxes shall be delivered within 45 days from the date of placement of the order.

Packing Instructions:

i) **Packing Instructions:** A pack of bundle shall include one 40 liter school bag, one water bottle and a geometric box. Each item needs to be packed appropriately.

ii) **Branding**:
The successful bidder may brand the items as below:

a) The logo given in **Annexure-VI** shall be printed on the School Bags at an appropriate noticeable place.

b) A long lasting sticker of the Logo given in **Annexure-VI** shall be printed and pasted on the water bottle and geometric box.

17. Genuineness of the supplies:
i) In case of any manufacturing defect of any shape/kind, damage of any type the item shall have to be immediately replaced with a new one immediately.

ii) The supply shall be completed within the stipulated time.

18. Payment:

i) Payment against bill/invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction

of High Commission of India, Colombo. Payment will be done as per the approved rates.

ii) Payment will be made by High Commission of India, Colombo through cheque or bank transfer. No request for other mode of payment will be entertained.

19. Liquidated Damages (LD)

In case the supply of items is delayed for reasons directly attributable to the contractor/supplier, a sum equivalent to 0.5% (zero point five percent) of total contract value for each week or part thereof by which the work has been delayed subject to maximum of 10% (ten percent) of the total contract value, shall be levied way of liquidated damages.

20. Amendment of Bidding Document:

i) At any time prior to the deadline for submission of bids, the High Commission of India, Colombo may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document;

ii) Any amendment in the biding document, at any time prior to the deadline for submission of bids, shall be uploaded as "corrigendum" on the High Commission of India, Colombo' website: will be published on published on our website www.hcicolombo.gov.in under the Tender section and on www.eprocure.gov.in.. Such amendments/ modifications shall be binding on all the prospective bidders;

iii) High Commission of India, Colombo at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids;

iv) High Commission of India, Colombo reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason;

v) Further Addendum/Corrigendum if any will be uploaded onto the website of HCI only. The decision of High Commission of India, Colombo, in this regard, shall be final and binding on all.

21. Corrupt or Fraudulent Practices:

i) It is expected that the bidders who wish to bid for this tender have highest standards of ethics;

ii) High Commission of India, Colombo shall reject the bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this order;

iii) High Commission of India, Colombo may declare a bidder ineligible, either indefinitely or for a stated duration, if it at any time determines that the bidder has engaged in corrupt and fraudulent practices during the execution of order.

22. Settlement of Disputes and Arbitration:

If any dispute arises in successful supply and delivery of the items with successful bidder with regard to the interpretation, meaning and breach of the terms and conditions, the matter shall be resolved in accordance with ICADR Arbitration Rules, 1996. The seat of arbitration shall be New Delhi and the language shall be English.

23. Governing Laws and Disputes:

All disputes shall be construed and governed by the Laws of India and the parties hereby submit to the exclusive jurisdiction of the Courts of Law of Delhi.

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(Ramya C.S)
Second Secretary (Development Cooperation)
High Commission of India
36-38 Galle Road, Colombo-03
E-Mail: dc.colombo@mea.gov.in
Phone: +94 773066196

Annexure –I

Technical specification for School Bags, Water Bottles and Geometric Box:

S.No	Item	Specification	Remarks
1	Waterproof School Bags (40liters)	• Outer Material: Nylon or Polyester (Water resistant) • Capacity: 40 liters Minimum 2 to Maximum 3 compartment with side water bottle pocket • Unisex	
2	Water Bottles (1 liter)	• Food-grade • Capacity: 1 Liter • Unisex	
3	Geometric Box	• Pencil • Eraser • Sharpener • Compass • 15 cm ruler • Divider • 2 set squares • and Protractor	

Annexure II

Financial Bid

Bidder Name				
PRICE SCHEDULE				
(Template must not be modified by the bidder and the same should used for quoting price else the bidder is liable to rejected for this tender. Bidders are allowed to enter the bidder name and values only)				
Sl.No	**Item Description**	**Quantity**	**Per unit cost (excluding Taxes)**	**Total Cost**
1	Waterproof School Bags (40 liters)	16,300		
2	Water Bottles (1 liter)	16,300		
3	Geometric Box	16,300		
TOTAL in Figures				
Quoted rate in Words (excluding taxes)				

Annexure-III

Bank Guarantee Proforma for Earnest Money Deposit

Bank Guarantee No.....

Brief description of contract: **TENDER FOR SUPPLY OF SCHOOL BAGS, WATER BOTTLES AND GEOMETRIC BOXES.**

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 **TENDER FOR SUPPLY OF SCHOOL BAGS, WATER BOTTLES AND GEOMETRIC BOXES** 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 1,304,000/-** (Sri Lankan Rupees One Million Three Hundred Four Thousand only). In fulfilment 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 1,304,000/-** (Sri Lankan Rupees One Million Three Hundred Four Thousand only).

2. This guarantee is valid upto_____(**225** 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 1,304,000/-** (Sri Lankan Rupees One Million Three Hundred Four Thousand 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: Place:

Name: Signature:

Annexure – IV

High Commission of India
Colombo
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Terms & Conditions

1. **Prices:**

(i)The prices should be quoted on fixed and firm basis (inclusive of making, packaging and transportation). The supplier will be responsible for bearing all the charges (including transportation, insurance, charges at both origin and destination, but excluding taxes and duties levied by Government of Sri Lanka).

(ii) The rate quoted by the supplier /bidder shall be final and no change in the same shall be allowed under any circumstances.

(iii) All statutory payments and arrangements like transportation, helper, loading/unloading or supply of good to the premises, compensation in case of accident or loss etc to the workers or machinery employed by the supplier shall be borne by the supplier only.

2. **Specifications:** As per description of the items mentioned in **Annexure-I.**

3. **Supply:** Vendor will ensure sufficient stock of the awarded items ready at all the time to deliver on urgent basis.

4. **Sales Tax/Excise Duty/Custom Duty/GST/VAT:** As applicable (detailed in the NIT).

5. The supplier will be responsible for replacement/ rectification of defected items within the stipulated period.

Annexure-V

Bank Guarantee Proforma for Performance Security

Bank Guarantee No.....

Brief description of contract: **TENDER FOR SUPPLY OF SCHOOL BAGS, WATER BOTTLES AND GEOMETRIC BOXES.**

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 **TENDER FOR SUPPLY OF SCHOOL BAGS, WATER BOTTLES AND GEOMETRIC BOXES** 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) three (3) percentage of the actual contract value at the time of award of work [(SLR) in numbers (Sri Lankan Rupees)----------Only]* in fulfilment 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 demurwhatsoeverandwithoutseekinganyreasons,whatsoever,uptothemaximumaggregate amount to SLR_____(Sri Lankan Rupees___only)

2. This guarantee is valid for a period of 60 days beyond the date of completion of all contractual obligations 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_____(Sri Lankan Rupees_____only)

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from date of issue up to the ____ (60 days beyond the date of completion of all contractual obligations) and claims under this guarantee should be submitted not later than (mention date).

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:	Place:
Name:	Signature:

Annexure – VI



GIFT BY THE PEOPLE & GOVERNMENT OF THE REPUBLIC OF INDIA