

## PROCUREMENT NOTICE

### SUPPLY, INSTALLATION AND COMMISSIONING OF COUNTER STACKERS

The Associated Newspapers of Ceylon Limited hereby invites sealed bids from Manufacturers and Principals or their accredited Agents in Sri Lanka up to 2.00 p.m. on 31<sup>st</sup> August 2016 for the supply, installation and commissioning of Counter Stackers.

Type of Machine  
**Counter Stacker**

Quantity Required  
**03 (Three)**

Bids are to be made in duplicate on the Bidding Document which could be obtained from Head of Procurement The Associated Newspapers of Ceylon Ltd., 35, D.R. Wijewardene Mawatha, Colombo 10. on payment of a non-refundable fee of Rs. 5000.00 or USD 50.00 or can be downloaded from [www.dailynews.lk](http://www.dailynews.lk) and [www.sundayobserver.lk](http://www.sundayobserver.lk) web sites. Bids submitted on any form other than the stipulated form will be rejected. Bidding documents, specifications and conditions applicable to the bid will be issued during office hours until 10.00 am on 30<sup>th</sup> August 2016

Bids enclosed in sealed envelopes should be forwarded under registered cover marked **“Offer for the Supply, Installation and Commissioning of Counter Stackers”** to reach **Head of Procurement, The Associated Newspapers of Ceylon Ltd., 35, D. R. Wijewardene Mawatha, Colombo 10, Sri Lanka not later than 2.00p.m. on 31.08.2016**. If the supplier / principal or their accredited agents in Sri Lanka do not choose to send their bids under registered cover, they or their agents shall deposit sealed bids marked as aforesaid in the Bid Box, at the office of Head of Procurement, at the above address not later than 2.00 p.m. on 31.08.2016.

Bids will be opened immediately after closing at the above address on 31.08.2016 and the bidders or their duly authorized representatives may be present at the opening of the bids.

All bids should be accompanied by a Bid Bond to the value equivalent to Sri Lanka Rs. 300,000.00 or USD 2,000/- . Those who are Agents or authorized distributors are required to submit the letter of accreditation or the Power of Attorney issued by the principals authorizing them to participate in this procurement on behalf of the manufacturer.

The Procurement Committee, The Associated Newspapers of Ceylon Limited reserves the right to accept or reject any or all of the bid or part thereof.

All bidders are requested to quote for the bid by inspecting the site at the address mentioned below on any working day up to 25<sup>th</sup> August 2016 between 9.00am to 3.00 pm..

This Procurement Notice and Bidding Document is available on [www.dailynews.lk](http://www.dailynews.lk) & [www.sundayobserver.lk](http://www.sundayobserver.lk)

**Head of Procurement**  
**THE ASSOCIATED NEWSPAPERS OF CEYLON LTD.**  
No. 35, Lake House, D.R.  
Wijewardene Mawatha,  
Colombo – 10.



**For Further Details :**  
**Head of Procurement - +94 112429422**  
[hd.scm@lakehouse.lk](mailto:hd.scm@lakehouse.lk)  
**Head – Process management & Quality Systems**  
- +94 112429536  
[head.pmgs@lakehouse.lk](mailto:head.pmgs@lakehouse.lk)

**BIDDING DOCUMENT**  
**FOR**  
**SUPPLY, INSTALLATION & COMMISSIONING OF**  
**COUNTER STACKERS**  
**FOR THE ASSOCIATED NEWSPAPERS OF CEYLON LTD**  
**(LAKE HOUSE)**  
**IMP/ 50 / 2016**

THE ASSOCIATED NEWSPAPERS OF CEYLON LTD.  
( LAKE HOUSE )  
NO. 35 D.R. WIJEWARDENA MAWATHA  
COLOMBO 10.  
SRI LANKA

**SUPPLY , INSTALLATION & COMMISSIONING OF COUNTER STACKERS  
FOR THE ASSOCIATED NEWSPAPERS OF CEYLON LTD**

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**THE ASSOCIATED NEWSPAPERS OF CEYLON LTD.**  
LAKE HOUSE  
NO. 35, D.R. WIJEWARDENA MAWATHA,  
COLOMBO 10.

TELEPHONE NO: - 011-2429422

## **ANNEXURE I – GENERAL CONDITIONS**

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## INVITATION FOR BIDS

### **General Conditions for the Supply Installation and Commissioning of Counter Stackers for The Associated Newspapers of Ceylon Ltd**

- 01.** The Chairman, Procurement committee on behalf of The Associated Newspapers of Ceylon Ltd. (ANCL) hereby invited sealed bids from manufacturers or their accredited agents in Sri Lanka for the supply of Counter Stackers.

#### **Type of Machine**

Counter Stacker

Required No. of units – 03 (Three))

### **02. BIDDING DOCUMENT**

Bids must be duly submitted in duplicate on Bidding Data Sheet (BDS) which may be obtained from Head of Procurement, The Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10, Sri Lanka.

### **03. INSPECTION**

All bidders are requested to quote for the bid by inspecting the site at The Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10, Sri Lanka.

### **04. PERIOD OF ISSUE OF BIDDING DOCUMENT**

Bidding Document will be issued up to 10.00 a.m. 30<sup>th</sup> August 2016 by Head of Procurement, The Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10. Bidding Document will also available at the web site [www.dailynews.lk](http://www.dailynews.lk) and [www.sundayobserver.lk](http://www.sundayobserver.lk) . Prior to closing up the bid, prospective suppliers downloaded the Bidding documents from the web should inform by email to [hd.scm@lakehouse.lk](mailto:hd.scm@lakehouse.lk) (Head of Procurement ) that they intended to forward a bid.

### **05. DOCUMENT FEE**

Bidders in the Island will be issued with Bidding document upon a written request and a payment of a non-refundable fee of Rs. 5,000/- or US\$ 50/- per set. Bank draft of Rs. 5,000/- or US \$ 50/- should be attached with the Bidding Document downloaded from the web.

### **06. MANUFACTURER'S SPECIFICATIONS**

The bidders should provide the manufacturer's specifications and other details of items offered and annex descriptive literature etc. in English.

### **07. DEADLINE FOR SUBMISSION OF BIDS**

All bids shall be marked "OFFER FOR THE SUPPLY , INSTALLATION, AND COMMISSIONING OF COUNTER STACKERS" on top left hand corner of the envelope, and sent through the post under registered cover, to reach Head of Procurement, The Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10. Sri Lanka, not later than 2.00 p.m. on 31<sup>st</sup> August 2016 .

If the supplier/principal or their accredited agents in the Sri Lanka do not choose to sent their bids under registered cover, they or their agents shall deposit sealed bids marked as aforesaid in the Company's Bid Box at the above address not later than 2.00 p.m. on 31<sup>st</sup> August 2016 . Proof of posting would not be accepted as a valid reason for the later receipt of tender later than the stipulated time frame.

## **08. BUSINESS ADDRESS**

Bidders should state in their bids the exact address to which the orders, notices, and other correspondence, relating to the bids and agreements should be sent. Any change of the address should be notified to Head of Procurement, The Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10, Sri Lanka immediately which will be acknowledged by the Chairman, Procurement committee.

## **09. TIME OF OPENING OF BIDS**

Bids will be opened immediately after the closing of the bid at the Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10, Sri Lanka. Bidders or their accredited agents will be allowed to be present at the opening of bids.

## **10. PERIOD OF VALIDITY**

Prices offered by all bidders shall hold good for acceptance for a minimum period of 120 days from the date of closing of bid.

A bid valid for a shorter date shall be rejected by the purchaser as non responsive.

In Exceptional circumstances, prior to the expiration of the bid validity date, the purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. Bid Security also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its bid security. A bidder granting the request shall not be required or permitted to modify its bid.

## **11. BID PRICES**

- (a) The bidders should quote their CIF (Liner Vessel) Colombo price indicating FOB and freight charges and insurance separately. The freight invoiced against the shipping invoice should be the actual freight paid indicated in the Bill of Lading or the Freight Receipt issued by the Shipping Company, however, the freight paid against the shipping documents will be the actual freight paid or quoted whichever is lower.
- (b) All quotations must be in words and figures and changes, erasures alterations of amendments should be authenticated by placing the bidder's full signature. In the event of any discrepancy between words and figures, the amount given in words shall prevail.
- (c) The offers shall be either in the currency of the country of the purchaser, or in US Dollar/Pounds sterling/Japanese Yen/Euro or any internationally accepted currency. For evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.

## **12. MODE OF PAYMENT**

Payment will be made by the Associated Newspapers of Ceylon Ltd by an irrevocable Letter of Credit. Transfer of Credit will not be allowed and third party Bill of Lading will not be accepted. Out of the total contract price 90% will be paid on submission of following documents and the balance payment of 10% will be made after the completion of the contract and satisfactory test report is issued by respective engineers and after acceptance of the Counter Stacker by the purchaser for the operation.

- (a) Freight prepaid / freight payable at destination full set of clean on board marine bills of lading.
- (b) Manually signed invoices in triplicate showing cost, freight and insurance separately. (The HS classification and FOB cost of each item should be indicated on the invoices)
- (c) Insurance certificate for 10% of CIF value covering institute cargo clause A.
- (d) Certificate from manufacturers stating that the items shipped were manufactured by them.
- (e) Packing list in duplicate indicating Gross weight, Net weight and dimension of each package.
- (f) Certificate from the supplier that he had couriered the copy documents directly to purchaser within 07 days from the date of Bill of Lading.
- (g) Pre shipment Inspection Certificate

## **13. DETAILS OF DOCUMENTS TO BE SUBMITTED WITH BIDS**

Full details of the offer, including complete specifications inclusive of relevant literature should be submitted separately for the item offered. Where the necessary literature and manufacturer's specifications are not sent, the Procurement Committee reserves the right to consider same as an incomplete offer and reject it. In addition to completing the Bidding Document, the following should be furnished in respect of each offer.

- (a) List of Printing Organizations, where the machine manufactured and sold by the bidder are used
- (b) Packing particulars
- (c) All the information in respect of specifications contained in schedules filled and signed by bidder.
- (d) All bidders are requested to perfect and return their bidding documents in duplicate completely intact. They should make special note to furnish all details called for in all schedules.

## **14. RIGHTS OF THE PROCUREMENT COMMITTEE**

- (a) The Procurement Committee does not bind itself to accept the lowest or any bid or any part of a bid.

- (b) The Associated Newspapers of Ceylon Ltd. is not responsible to pay for expenses or losses which may be incurred by any bidder in the preparation of his bid or otherwise howsoever.
- (c) Defaulting contractors  
Bidders will not be entertained from firms or persons who have been placed on the list of defaulting contractors of the Government of the Democratic Socialist Republic of Sri Lanka

## **15. TERMS**

- (a) Conditions of sales (if any) and terms of payment should be clearly stated in the bidding document.
- (b) Documents under the Letter of Credit should be negotiated by the supplier within 21 days of the date of Bill of Lading.

## **16. BID SECURITY GUARANTEE**

All bids should be accompanied by a Bid Bond to the value equivalent to Sri Lanka Rupees 300,000.00. or USD 2,000/-. This Bid Bond may be offered in one of the following alternative forms.

- (a) An acceptable Bank Guarantee confirmed by a Licensed Commercial Bank / Insurance company operating in Sri Lanka payable to the Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10, Sri Lanka.
- (b) A cash deposit/Bank Draft to the Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10, Sri Lanka.

The validity of any of the above Guarantee will be at least 6 months from the date of opening of bids. If no Bid Bond is submitted the offer will not be considered. Bid Bond is to be drawn in favor of the Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10, Sri Lanka.

This bond will be refunded to bidder after the procurement is finalized. This sum will be forfeited if the successful bidder fails to enter in to an agreement within the period of two weeks after notification of the acceptance of the bidder is given in writing , telephone/fax.or e-mail.

## **17. NOTIFICATION AWARD**

- a. prior to the expiration of the period of bid validity , the purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.
- b. Until formal contract is prepared and executed, the notification of award shall constitute a binding contract.
- c. Upon the successful Bidder's furnishing of the signed Contract Form and performance security , the purchaser will promptly notify each unsuccessful bidder and will discharge its bid security.



## **18. PRE SHIPMENT INSPECTION**

The supplier should be able to issue a valid pre shipment inspection certificate from either M/s. General Superintendence Company (Societe General De Surveillance) or any other reputed Surveyor (who is a member of the International Federation of Inspection Agency) acceptable to the Chairman, Procurement Committee, The Associated Newspapers of Ceylon Ltd., 35, D.R. Wijewardena Mawatha, Colombo 10 certifying that the consignment conforms to the specification packing quantity, brand etc. to the specification provided by the purchaser. Charges for the inspection report will have to borne by the seller.

## **19. SHIPMENT**

The successful bidder shall ship the contracted machine on or before 120 days after confirm of the order.

- (a) Immediately the consignments are shipped, the supplier shall forward to the Associated Newspapers of Ceylon Ltd., Lake House, 35, D.R. Wijewardene Mawatha, Colombo 10, Sri Lanka, fax stating the name of the vessel and the quantity shipped and also send by air mail within 7 days from the date of Bill of Lading, four copies of each of the documents referred to be in paragraph 11 above.
- (b) On arrival of the shipment in port of Colombo, the Associated Newspapers of Ceylon Ltd. will undertake the clearance of Cargo paying all taxes, and other charges involved in such clearance; meet all expenses with regard to the handling of the cargo and local transportation. It is the obligation of the Associated Newspapers of Ceylon Ltd. to take charge of the Cargo. Once the shipment is arrived in Sri Lanka, the supplier is not bound by any obligation to such clearance and transportation unless there is a breach of contract by the part of supplier in terms of Sec. 23 (b) of the general conditions of the tender.

## **20. PACKING**

The machine should be suitably packed in strong sea-worthy, export packing, and should be shipped in FCL/ FCL Basis.

## **21. INSTALLATION AND COMMISSIONING**

The successful bidder is required to undertake the Supply, Installation and Commissioning of the machine at the Associated Newspapers of Ceylon Ltd. Installation has to be commenced in the Associated Newspapers of Ceylon Ltd. within a Period of 10 days of the clearance of machine from the Port. The necessary electricity appliances such as main switches, circuit breakers, necessary cables and Labor will be provided by the Associated Newspapers of Ceylon Ltd. in the shifting and handling the machines & installation.

## **22. TRAINING**

Supplier should provide a comprehensive four days on site training on operation, repair and maintenance to ANCL Staff.

- a. **Operator Training:** A comprehensive and detailed training to impart knowledge for trainees on operation.
- b. **Technical Training:** A comprehensive and detailed training covering all technical areas on electrical, electronic mechanical and pneumatic aspects of repair and maintenance for two engineers ( Electronic & Mechanical)

## **23.MANUALS & GENERAL INFORMATION**

Supplier should provide operating and maintenance manuals, and control functions, spare and operating instructions , Spare Parts catalogue electronic schematic drawings and other necessary details in English language.

## **24. DELAYS IN DELIVERY**

Where a successful bidder does not dispatch the machine in due time to arrive in Colombo, in accordance with the stipulated date of delivery, such successful bidder shall if so required by the company, be bound to supply such machine of the (as may be required to carry on production uninterrupted by) at his own expense by dispatching them by air freight, passenger vessel of other fast moving vessel or by making any other suitable arrangements in order that the machine will reach Colombo as prescribed in bidding document, to enable the company to carry on its production programme uninterruptedly. Should the supplier fail to arrange for supplier in the manner aforesaid, the company will have the right to make other alternative arrangements and to claim from the supplier any additional expense, losses or damaged incurred thereby by the company.

## **25. PERFORMANCE GURANTEEE**

The successful bidder is required to furnish a Performance Bond supported by guarantee from a Licensed Commercial Bank operating in Sri Lanka up to minimum of 5% value (CIF) of the supply. Validity of the Performance Bond should be covered the full period of contract from the date of opening of Letter of Credit up to the nine months period of commissioning the machines so supplied and installed . In the case of delay for default, The Associated Newspapers of Ceylon Ltd shall have the option of terminating the contract and recover losses/cost from the performance bond without prejudice any other claims that may be lodged in this regards.

## **26. AGREEMENT**

The successful bidder must enter into an Agreement with the Company, within 02 weeks of the written intimation of award of the tender. The contract should not be transferred, assigned or sublet without the written consent of the Associated Newspapers of Ceylon Ltd. to another party.

## **27. DEFAULTS BY SUCCESSFUL BIDDERS**

(a) If for any reason in the opinion of the Procurement Committee successful bidder becomes incapable or unable to supply the machine offered in his bid, the company shall have the right to obtain such machine from other sources and the defaulter is liable to pay to the company all losses, damages, and expenses incurred by the company in consequence of such default or breach.

(c) If a successful bidder default in the supply or otherwise commits a breach of the contract or any part thereof, he shall be liable to pay to the company all losses, damages, and expenses incurred by the company in consequence of such default or breach.

## **28. NAMES AND ADDRESSES OF PRINCIPALS**

In case of bids forwarded by the Local Agents, their principal's name and address and also the fax/email address shall be given. The Procurement Committee reserves the right to reject bids which do not furnish this information.

## **29. FOREIGN PRINCIPALS**

Direct offers made by Foreign Principals should indicate the name and address of the Local Agent, if any, and be accompanied by duly executed Power of Attorney Authorizing such Local Agents to act on behalf of the Foreign Principal.

## **30. LOCAL AGENTS**

- (a) No bids received from accredited agents on behalf of manufacturing principals will be considered unless the principal's agent holds a Power of Attorney from the manufacturing Principals empowering him or them to bid on their behalf of the manufacturing principals to fulfill all the terms and conditions of the said supply. A copy of the Power of Attorney must be attached to the bid.
- (b) Local agents should declare:-
- (i) in respect of private companies the name of the current directors and share holders  
and
  - (ii) in respect of public companies the name of current directors
- (c) The principals should disclose the name and addresses of their local and foreign agents, If any, and state commission payable locally in Sri Lanka Rupees.
- (d) The local agents should comply with the provisions of the Public Contracts Act No. 3 of 1987.

## **31. LAW OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

The bid and any contract resulting there from shall be governed by and constituted according to the law of the Democratic Socialist Republic of Sri Lanka.

## **32. ACQUAINTANCE OF CONDITIONS**

Bidders must fully acquaint themselves with the conditions of the bid. No plea of Insufficient information will be entertained at anytime.

## **33. OTHER INFORMATION**

Any other information required by the bidders can be ascertained upon application to Head of Procurement, The Associated Newspapers of Ceylon Ltd., Lake House, D. R. Wijewardene Mawatha, and Colombo 10.

### **34. FULFILMENT OF CONDITIONS**

All schedules shall be completed in full and duly signed in the appropriate place provided.

### **35. LIQUIDATED DAMAGES**

Should the successful bidder anticipate at any time during the Contract period that he will be unable to fulfill the Terms and Conditions of the Contract within the time specified, he shall forthwith give Notice in writing to Chairman ,Procurement committee , The Associated Newspapers of Ceylon Ltd. explaining the cause for the delay. Notwithstanding any such Notice or failure to fulfill the Terms of his Contract within the time specified, the successful bidder (without prejudice to any other liabilities incurred by him under the Contract) be liable to pay the Associated Newspapers of Ceylon Ltd., Lake House in Colombo on demand as and by way of Liquidated damages and not as a penalty a sum equivalent to 2% of the Contract Value for each week for which the delivery is delayed.

### **36. FORCE MAJEURE**

i) In the event that the Supplier or the Purchaser has delayed in performing any of their respective obligations under the Contract and such delay is caused by Force Majeure, including but no limited to war, civil insurrection, fire, floods, epidemic, earthquakes, quarantine, restrictions and freight embargoes, such delay may be excused and the period of such delay may be added to the time of performance of the obligations delayed.

ii) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the supplier shall continue to perform its obligations under the Contract as far as reasonably practicable, and shall seek all reasonable alternative means for Performance not prevented by for Force Majeure event.

### **37. ARBITRATION**

- 1) Any dispute, difference, controversy or claim arising out of or relating to the contract from the said bid and the Award or any breach, termination arising invalidity or interpretation thereof if cannot be settled amicably, shall be settled by Arbitration in Sri Lanka in accordance with the Arbitration Act No. 11 of 1995.
- 2) The place of Arbitration shall be Colombo, Sri Lanka.
- 3) The Language to be used in the Arbitral proceedings shall be ENGLISH.

**Chairman  
Procurement Committee  
The Associated Newspapers of Ceylon Ltd.,  
Lake House,  
35, D.R. Wijewardene Mawatha,  
Colombo 10,  
Sri Lanka.**

.....  
Issuing Officer  
For Head of Procurement

I/We hereby agree to abide by the above conditions

.....  
Date

.....  
Signature and Seal of Bidder

Name and Address of Bidder:-

.....  
.....  
.....

Date:-.....

Telephone No:- .....

Tele/fax Number:- .....

Email Address:- .....

## **ANNEXURE II - A**

### **Technical Specification for Newspaper Counter Stackers For**

#### **Goss Urbanliner Press**

Followings are the minimum requirement, however, more features and options are preferred than the minimum requirement.

- Required output - 40000 cph (Copies Per Hour) (Minimum)
- Formats - 380 mm x 300 mm (Minimum)
- Pagination - 4 – 64 pages (Broad Sheet)  
8-128 pages (Tabloid)
- Mode - Auto feeding/discharge and manual pick-up from Discharge
- Cut-off length - 578 mm (to be compatible to adjust it to 546 mm in the future)
- Counting Mechanism - Laser
- Bundle Height - 300 mm (Min)
- Paper - 36.6 – 55 GSM with max 762 mm web width
- In feed Height - 2065 mm
- Copy stream tolerance - 15 mm (minimum)
- Stacker Discharge - 120 FPM (minimum) and left /right combination
- Upper bin height - 175 mm
- Delivery Height - Minimum 850 mm
- Feeding system - existing Belt conveyer systems
- Input Power - 3~ 400 V, 50Hz
- **Requirement** - **1 nos. of counter stacker for Goss UrbanLiner**

**Note:** *counting mechanism to be verified with the existing feeding systems. That has to be clearly clarified with the supplier during the tender process and,*

*stacker **should be equipped** with either **air delivery or drive roller table** to discharge from both side of the discharging (**Left & Right**)*

## **ANNEXURE II - B**

### **Technical Specification for Newspaper Counter Stackers for Harris Press**

Followings are the minimum requirement, however, more features and options are preferred than the minimum requirement.

- Required output - 40000 cph (Copies Per Hour) (Minimum)
- Formats - 380 mm x 300 mm (Minimum)
- Pagination - 4 – 64 pages (Broad Sheet)  
8-128 pages (Tabloid)
- Mode - Auto feeding/discharge and manual pick-up from Discharge
- Cut-off length - 578 mm (to be compatible to adjust it to 546 mm in the future)
- Counting Mechanism - Laser
- Bundle Height - 300 mm (Min)
- Paper - 36.6 – 55 GSM with max 762 mm web width
- **In feed Height - 875 mm**
- Copy stream tolerance - 15 mm (minimum)
- Stacker Discharge - 120 FPM (minimum) and left /right combination
- Upper bin height - 175 mm
- Delivery Height - Minimum 850 mm
- Feeding system - existing Belt conveyer systems
- Input Power - 3~ 400 V, 50Hz
- **Requirement - 2 nos. for HARRIS**

**Note:** *counting mechanism to be verified with the existing feeding systems. That has to be clearly clarified with the supplier during the tender process and,*

*stacker **should be equipped** with either **air delivery or drive roller table** to discharge from both side of the discharging (**Left & Right**)*

## ANNEXURE III - FORMAT FOR BID SECURITY GUARANTEE

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This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets)  
----- (insert issuing agency's name, and address of issuing branch or official) -----

**Beneficiary:** ----- (Insert by PE) name and address of Employer/Purchaser)

**Date:** ----- (Insert (by issuing agency) date)

**BID GUARANTEE No. :** ----- (Insert (by issuing agency) number)

We have been informed that ----- (insert by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners) (Hereinafter called "the Bidder") has submitted to you its bid dated ----- (insert by issuing agency) date) (hereinafter called "the Bid" for the execution/supply (selected appropriate) of (insert name of Contact) under Invitation for Bids No. --- ----- (insert IFB number ("the IFB)

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- (insert name of issuing agency) hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- (insert amount in figures) ----- (insert amount in words) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation (s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB" of the IFB' or
- (c) Having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required , or Iii) fails or refuses to furnish the Performance security, in accordance with the IFB.

This Guarantee shall expire: (a) if the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date -----

(signature of authorized representative (s) )



## ANNEXURE IV - FORMAT FOR PERFORMANCE GUARANTEE

-----[Issuing agency's Name, and address of Issuing Branch of Office] -----

**Beneficiary:** ----- (Name and Address of Employer) -----

**Date:** -----

PERFORMANCE GUARANTEE No. -----

We have been informed that -----[name of Contractor/Supplier] (Hereinafter called "the contractor") has entered into Contract No. ----- (reference number of the contract) dated ----- with you, for the ----- [insert "construction"/supply" ] of ----- [ name of contract and brief description of Works ] (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 Contractor, we ----- [name of Agency] hereby irrevocably undertake to pay you any sums not exceeding in total an amount of ----- (amount in figures) ( ----- (amount in words), such sum being payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the 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 of ----- 20 [insert date, 09 months beyond the scheduled contract completion date ] and any demand for payment under it must be received by us at this office on or before that date.

-----  
Signature

## **ANNEXURE V - 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 entry, 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 constructed 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 documents)
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 provide the Goods and Services and to remedy defects therein 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 law 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)

**ANNEXURE VI - BIDDING DATA SHEET**

**The Chairman  
Procurement Committee  
The Associated Newspapers of Ceylon Limited  
No. 35 D.R. Wijewardana Mawatha  
Colombo 10.**

Supply, Installation and Commissioning of Counter Stackers for The Associated Newspapers of Ceylon Ltd.

Subject to the terms and conditions given in the Bidding Documents in respect of above Procurement. We/I hereby offer and quote for our best quality Counter Stackers at our best price.

- (1) Name & Address of Supplier/ Principal or Manufacturer .....
- .....
- .....
- .....
- .....
- a. Telephone Nos. ....
- b. Fax Nos. ....
- c. Email address .....
- d. Contact person & Mobile No. ....  
(If any)

- (2) Name & Address of Accredited Local Agent .....
- .....
- .....
- .....
- .....
- a. Telephone Nos . ....
- b. Fax Nos. ....
- c. Email address .....
- d. Contact person & Mobile No. ....  
(If any)

(3)	Quoted Currency	
(4)	Terms of Payment	

(5.1)	Price Schedule - Option I - 01 unit for Urbanliner Press					
	Total FOB	Total Freight	Insurance	Total CIF	Local Agents Commission	Total CIF + Agent's Commission
In figures						
In words						

(5.2)	Price Schedule - Option II - 02 units for Harris Press					
	Total FOB	Total Freight	Insurance	Total CIF	Local Agents Commission	Total CIF + Agent's Commission
In figures						
In words						

Note,

State whether Local agents Commission is on FOB or CIF and whether included in the price quoted or not. If no specific mention is made, it will be presumed that the Local Commission is included in the quoted price.

(6) Any other charges .....

.....

.....

- (7) Charges for Training & Commissioning  
(Please indicate separately for Option I & II) .....
- (8) Country of origin (Certificate  
of origin to be issued) .....
- (7) Period of delivery  
(Should be as per arranged) .....
- (8) Bid Bond No. ....
- Name of issuing Bank/  
Insurance Institute .....
- (9) Any other facilities .....
- (10) Details of contract  
(Period/clauses/  
Amount /value etc.) .....

We/I hereby certify that the bidding documents I/we purchased from ANCL on payment of Rs. 5,000/= non refundable fee. A photocopy of receipt No. issued on same is attached herewith.

We/I undersigned do hereby undertake to supply the goods described herein, in accordance with the terms and conditions and execute the orders to the entire satisfaction of The Associated Newspapers of Ceylon Ltd., if our/my offer is accepted.

Date: ..... Company Seal..... Signature;.....

\*\*\* If the provided spaces are insufficient you may use annexure.

\*\*\* If bidder expects to quote for more than one model for each option, use separate sheet in same format for each model.