



**INVITATION FOR SUBMISSION OF BIDS FOR**  
**SUPPLY OF CLEANING CHEMICALS FOR TWO YEARS**  
**(15<sup>TH</sup> OF DECEMBER 2025 -14<sup>TH</sup> DECEMBER 2027)**

**REFERENCE: SLC/DPC/GOODS/2025/088**

**CLOSING DATE: (11/11/2025)**

**TIME: 11.00 am (SL Time)/ (GMT +5:30)**

**SRILANKAN CATERING LTD  
PROCUREMENT AND SHIPPING DEPARTMENT  
AIRLINE CENTRE  
BANDARANAIYAKE INTERNATIONAL AIRPORT  
KATUNAYAKE  
SRI LANKA**

## CONTENTS

| TITLE                                             | PAGE NO |
|---------------------------------------------------|---------|
| 1. SECTION I: INSTRUCTIONS TO BIDDERS(ITB)        | 3- 7    |
| 2. SECTION II:DATA SHEET                          | 8       |
| 3. SECTION III: SCHEDULE OF REQUIREMENT           | 9       |
| 4. SECTION IV: BID SUBMISSION FORM                | 10      |
| 5. SECTION V: GENERAL CONDITION                   | 11      |
| 6. ANNEXURE A: BID ACKNOWLEDGE FORM               | 12      |
| 7. ANNEXURE B: BID SECURITY DECLARATION FORM      | 13      |
| 8. ANNEXURE B2: PERFORMANCE SECURITY FORM(SAMPLE) | 14      |
| 9. ANNEXURE C: NON-COLLUSION AFFIDAVIT            | 15      |
| 10. ANNEXURE D: PRICE SCHEDULE                    | 16-17   |
| 11. ANNEXURE E: COMPLIANCE SHEET                  | 18      |
| 12. ANNEXURE F: CLIENTLE INFORMATION              | 19      |
| 13. ANNEXURE G:SAMPLE CONTRACT                    | 20-27   |
| 14. ANNEXURE H: VENDOR INFORMATION SHEET          | 28-32   |
| 15. ANNEXURE I: DOCUMENT CHECK LIST               | 33      |

**Section I. Instructions to Bidder (ITB)**

| <b>A: General</b>               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Scope of Bid                 | <p>1.1 Sri Lankan Catering Ltd invites you to submit a bid for Supply of Cleaning Chemicals for two years (15<sup>th</sup> of December 2025 to 14<sup>th</sup> of December 2027) as specified in Section III - Schedule of Requirements.</p> <p>You are requested to confirm your intention to submit a bid by forwarding the duly filled Bid Acknowledgement Form attached, 01 week prior to bid closing date.</p>                                                                                                                                                                                                                                                                                                                                                        |
| <b>B: Contents of Documents</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. Contents of Documents        | <p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"><li>• <a href="#">Section I. Instructions to Bidders</a></li><li>• Section II. Data Sheet</li><li>• Section III. Schedule of Requirements</li><li>• Sections IV. Bid Submission Form</li><li>• Section V. General Conditions</li><li>• Annexure A : Bid Acknowledgement Form</li><li>• Annexure B : Bid Securing Declaration Form</li><li>• Annexure C: Non - collusion Affidavit Form</li><li>• Annexure D : Price Schedule Form</li><li>• Annexure E : Compliance sheet</li><li>• Annexure F : Clientele Information Form</li><li>• Annexure G : Sample Contract</li><li>• Annexure H : Vendor Information Form</li><li>• Annexure I : Document check List</li></ul> |

|                                                                               | C: Preparation of Bid                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Documents Comprising your Bid                                              | <p>3.1 The document shall comprise the following:<br/> <b><u>Mandatory on Bid Submission</u></b></p> <ul style="list-style-type: none"> <li>Sections IV : Bid Submission Form (<b>Mandatory</b>)</li> <li>Annexure B : Bid Securing Declaration Form (<b>Mandatory</b>)</li> <li>Annexure C: Non - collusion Affidavit Form ( <b>Mandatory</b>)</li> <li>Annexure D : Price Schedule Form (<b>Mandatory</b>)</li> <li>Annexure E : Compliance sheet (<b>Mandatory</b>)</li> <li>Annexure F : Clientele Information Form (<b>Mandatory</b>)</li> <li>Annexure H : Vendor Information Form (Mandatory for new suppliers) including requested documents( Business registration form, Form 20,Company director details, Tax registration certificate, copy of bank statement without transactions)</li> <li>Annexure I: Document check List (Mandatory)</li> </ul> <p>3.2 Quality Assurance Certificates</p> <ul style="list-style-type: none"> <li>Refer the Section III.2 under the Schedule of Requirement (Section III)</li> </ul> <p>3.3 Other Product Related Documents</p> <ul style="list-style-type: none"> <li>Data/Product sheets, Analysis reports</li> </ul> <p>3.3 Documents to Establish Conformity of the service.</p> <ul style="list-style-type: none"> <li>Financial statements of last 02 years / Bank statements</li> <li>Client/sales details for last 03-year period</li> <li>All other documents related to the Environmental Sustainability</li> </ul> |
| 4. Bid Submission Form and Technical/General Specifications & Compliance form | <p>4.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV. This form must be completed without any alterations to its format, and no substitutes shall be accepted.</p> <p>All blank spaces shall be filled in with the information requested.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5. Prices                                                                     | <p>5.1 Unless stated in Data Sheet, all items must be priced separately in the Price Schedule Form.</p> <p>5.2 The price to be quoted in the Bid Submission Form shall be the unit price of the Bid for two years Contract period.</p> <p>5.3 Contract period will be two years (15<sup>th</sup> of December 2025 to 14<sup>th</sup> of December 2027)</p> <p>5.4 Best and Final Prices quoted by the Bidder shall be fixed during the period specified in ITB clause 8.1 and not subject to variation on any account. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p> <p>5.5 If the product is supplied from Sri Lanka, the price should be quoted in Sri Lankan Rupees. Also, the quoted price should EXCLUDE statutory charges and taxes; if these charges are applicable, same should be indicated separately (Not applicable for local duty-free bidders).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6. Currency                                                                   | <p>6.1 bidders shall confirm their currency in Annexure C</p> <p>The prevailing exchange rates published by the Central Bank of Sri Lanka on the date of bid opening will be considered for evaluation purposes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 7. Quality Assurance Certificates                                             | <p>7.1 Refer the Section III.2 under the Schedule of Requirement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 8. Period of Validity of bid                                                  | <p>8.1 Bids shall remain valid for a period of 120 days after the bid submission deadline date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 9. Bid Securing Declaration                                                   | <p>9.1 The Bidder shall furnish as part of its bid, a Bid Securing Declaration, using Form included in Annexure B.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|  |  |
|--|--|
|  |  |
|--|--|

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. Format and Signing of Bid                | 10.1 The bid shall be typed or written in ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. Please ensure all documents are duly signed and stamped in the given area when forwarding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>D: Submission and Opening of Bid</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11. Submission of Bid & Samples              | <p>11.1 Bidders shall submit their bids by registered post, courier or by hand in a sealed envelope to the address given in ITB clause 22.1 of Section II (Data sheet). or could be send to the secure mail which is <a href="mailto:supreg@srilankancatering.com">supreg@srilankancatering.com</a> with the subject line “ : <b>SLC/DPC/GOODS/2025/088/ CLEANING CHEMICALS.”</b> and confirm the submission to the contact person given in clause 25.1 of Section II (Data sheet).</p> <p>11.2 The sealed envelope shall bear the specific identification of this bid exercise as indicated follows:</p> <p style="text-align: center;"><b>“INVITATION FOR SUBMISSION OF BIDS FOR SUPPLY OF CLEANING CHEMICALS.”</b><br/> <b>15<sup>TH</sup> OF DECEMBER 2025 -14<sup>TH</sup> DECEMBER 2027</b><br/> <b>SLC/DPC/GOODS/2025/088</b></p> <p>11.3 Complaint Bidders will be provided with the instructions to submit the samples. All charges in connection with the forwarding of the samples should be borne by the bidders.</p> <p>11.4 It is advised to forward the bids well in advance to the bid closing date and time.</p> <p>11.5 If any bidder wishes to hand deliver the bids and samples, please contact Sri Lankan Catering Ltd staff well in advance, for the arrangement of security clearance. Refer Section II- Data sheet, clause 25.1 for contact details.</p> |
| 12. Deadline for Submission of Bid & Samples | <p>12.1 Bid must be received by the Sri Lankan Catering Ltd to the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet. Clause 23.1</p> <p>To avoid any delay, it is recommended to submit the bids 02 days in advanced to the bid closing date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 13. Late Bid                                 | 13.1 Sri Lankan Catering Ltd shall reject any bid that arrives after the deadline for submission of bids in accordance with ITB Clause 11.1 above and 23.1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                     |                                    |
|---------------------|------------------------------------|
| 14. Opening of Bids | 14.1 Refer section II (Data Sheet) |
|                     |                                    |

**E : Evaluation and Comparison of Bid**

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. Clarifications                                                                  | <p>15.1 To assist in the examination, evaluation and comparison of the bids, Sri Lankan Catering Ltd may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the Sri Lankan Catering Ltd shall not be considered.</p> <p>15.2 Sri Lankan Catering Ltd request for clarification and the response shall be in writing at Sri Lankan Catering Ltd email address specified in the Data Sheet.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 16. Responsiveness of Bids                                                          | <p>16.1 Sri Lankan Catering Ltd will determine the responsiveness of the bid to the documents based on the contents of the bid received.</p> <p>16.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the Sri Lankan Catering Ltd.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17. Evaluation of bid                                                               | <p>17. Sample will be subjected to following guidelines,</p> <p>The bid will be subjected to an evaluation based on the following criteria:</p> <ul style="list-style-type: none"> <li>I. Compliance for product specification as per in Annexure E of the bidding document (90% maximum)</li> <li>II. Product Evaluation (Physical)</li> <li>III. Environmental sustainability Criteria (10% maximum)(Please forward details regarding recycle procedure/waste management influence relevant to product process/any quality certificates such as ISO )</li> </ul> <p>The shortlisted bids from the technical evaluation will be financially evaluated based on the following criteria.</p> <ul style="list-style-type: none"> <li>I. Quoted price (75% maximum)</li> <li>II. Minimum lead time (15% maximum)</li> <li>III. Minimum MOQ - (15% maximum)</li> <li>IV. Payment Term</li> <li>V. Past Performance</li> <li>VI. Verification of Vendor information form/ Business registration documents</li> </ul> |
| 18. Sri Lankan Catering Ltd' Right to Accept any Bid, and to Reject any or all Bid. | <p>18.1 Sri Lankan Catering Ltd reserves the right to accept or reject any bid, and to annul the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**F: Award of Contract**

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19. Acceptance of the Bid      | <p>19.1 Sri Lankan Catering Ltd will accept the bid of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 20. Notification of acceptance | <p>20.1 Sri Lankan Catering Ltd will notify the successful Bidder, in writing, that their bid has been accepted.</p> <p>20.2 After notification, Sri Lankan Catering Ltd shall complete the contract, and inform the successful Bidder to sign it.</p> <p>20.3 Within fourteen (14) days of receipt of such information, the successful Bidder shall sign the contract.</p> <p>20.4 Within fourteen (14) days of the receipt of notification of award from the Sri Lankan Catering Ltd, the successful Bidder shall furnish the performance security of 10% of the estimated total value of the contract. This amount could be paid by a cash deposit to the SLC cashier or should be an irrevocable and</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>unconditional bank guarantee drawable on demand from a reputed registered Commercial Bank of Sri Lanka which is registered with central bank of Sri Lanka with the validity period of 15 Months from the date of commencement of the contract. Format for the Performance Security Form included in Annexure B2.</p> <p>20.5 Failure of the successful Bidder to submit the above-mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and execute the Bid Security declaration. In the event Sri Lankan Catering Ltd may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by Sri Lankan Catering to be qualified to perform the contract satisfactorily.</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Section II: Data Sheet

| ITB Clause Reference | Submission of Bids                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22.1                 | <p>1. The address for submission of Bids is for hand delivery/Courier<br/>Attention : <b>Chief Executive Officer</b><br/>Address : <b>Sri Lankan Catering Ltd,</b><br/><b>Airline Center</b><br/><b>Bandaranaike international Airport,</b><br/><b>Katunayake, Sri Lanka.</b><br/>The Sealed envelope shall bear the specific identification of the bid as indicated follows.<br/>BID Submission/ <b>SLC/DPC/GOODS/2025/088/ CLEANING CHEMICALS</b></p> <p>Details should be provided one day in advance to arrange security clearance if the bidder wishes to hand deliver bids. Refer 25.1 clause.</p> <p>2. Online Submission should be mailed to<br/><a href="mailto:supreg@srilankancatering.com">supreg@srilankancatering.com</a> and subject line should be « <b>SLC/DPC/GOODS/2025/088/ CLEANING CHEMICALS</b>»</p>             |
| 23.1                 | Deadline for submission of bids is on or before <b>11<sup>th</sup> of November 2025, 11.00 a.m.</b> Sri Lankan Time (GMT +5:30)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 24.1                 | Sri Lankan Catering Ltd shall conduct a public bid opening in front of the tender opening committee of Sri Lankan Catering Ltd and the <b>11<sup>th</sup> of November 2025</b> immediately after <b>11.00 a.m.</b> Sri Lankan Time (GMT +5:30)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 25.1                 | <p><b>For Clarification/ handing over bids/ samples:</b></p> <p>Contact Person: Dinupa Ranasinghe - Jnr Procurement &amp; Shipping Executive<br/>Telephone: +94-19-733 4147<br/>E mail address: <a href="mailto:dinupa.ranasinghe@srilankancatering.com">dinupa.ranasinghe@srilankancatering.com</a><br/>Sample: Sample should be delivered to the Consignee:<br/>Attention: <b>Chief Executive Officer</b><br/>Address: <b>Sri Lankan Catering Ltd,</b><br/><b>Airline Center</b><br/><b>Bandaranaike international Airport,</b><br/><b>Katunayake, Sri Lanka.</b></p> <ul style="list-style-type: none"> <li>• Details should be provided one day in advance to arrange security clearance if the bidder wishes to hand deliver bids.</li> <li>• Tender Reference Number and name should be clearly mention in the sample.</li> </ul> |

| ITB Clause Reference | Standstill Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26.1                 | <p>An unsuccessful bidder who is aggrieved by the recommendation of the Department Procurement Committee may appeal in writing against the recommendation to the Department Procurement Appeal Committee within the Standstill Period.</p> <p>Before the expiry of the third (3rd) working day of the Standstill Period, any unsuccessful bidder may request a debriefing from the Procurement Entity. The Procurement Entity shall conclude the debriefing before the expiry of the fifth (5th) working day of the Standstill Period. If any successful bidder wishes to submit an appeal, such an appeal shall be made before the expiry of the Standstill Period.</p> <p>Each appeal shall be made in writing and shall be accompanied by a non-refundable cash deposit of Sri Lankan Rupees Ten Thousand (LKR 10,000/=) payable to Sri Lankan Catering Ltd. (Bank account details will provide with the recommendation).</p> <p>All appeals shall be handed over to the relevant entity, and an acknowledgment shall be obtained, or, with the recommendation of the Department Procurement Committee, an official email address will be provided for online submission, then an acknowledgment shall be obtained. It shall be the responsibility of the appellant to ensure that the appeals submitted contain all relevant documents relied upon to support the grievance.</p> <ol style="list-style-type: none"> <li>1. The address for the submission of bid appeals is as follows:<br/> <b>For hand delivery/Email</b><br/> <b>Attention:</b> Chairman<br/> <b>Address:</b> Procurement Appeal Committee<br/> Sri Lankan Catering Ltd<br/> Airline Center<br/> Bandaranaike International Airport<br/> Katunayake, Sri Lanka</li> <li>2. Email: <a href="mailto:proc-appeal@srilankancatering.com">proc-appeal@srilankancatering.com</a></li> </ol> |

### Section III - Schedule of Requirements

| Code    | Item Description                                | UOM | Estimated Required Quantity for two year | Final Destination                                                                                              | Delivery Date                             |
|---------|-------------------------------------------------|-----|------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| CM0161  | AIR FRESHNER (BOTTLES)                          | EA  | 1696                                     | Sri Lankan Catering Ltd,<br>Airline Center<br>Bandaranaike<br>international Airport,<br>Katunayake, Sri Lanka. | As per SLC requirement on staggered basis |
| CM0159  | AIR FRESHNER (CUBES)                            | EA  | 820                                      |                                                                                                                |                                           |
| CM0108  | DESK & OFFICE CLEANER                           | EA  | 266                                      |                                                                                                                |                                           |
| CM0336  | LIQUID SHOWER GEL                               | EA  | 100                                      |                                                                                                                |                                           |
| CM0204  | ACIDIC CLEANER                                  | EA  | 750                                      |                                                                                                                |                                           |
| CM0113  | ALKALINE CLEANER                                | EA  | 3300                                     |                                                                                                                |                                           |
| CM0111  | HAND SANITIZER                                  | EA  | 800                                      |                                                                                                                |                                           |
| CM0174  | GLASS CLEANER                                   | EA  | 1200                                     |                                                                                                                |                                           |
| CM0172  | DISINFECTANT                                    | EA  | 4776                                     |                                                                                                                |                                           |
| CM0115  | CHLORINE BASED FOOD SANITIZER                   | EA  | 10080                                    |                                                                                                                |                                           |
| CM0114A | HARD OILY STAIN REMOVER                         | EA  | 282                                      |                                                                                                                |                                           |
| CM0116A | STAINLESS STEEL POLISH                          | EA  | 120                                      |                                                                                                                |                                           |
| CM0201  | DISINFECT AND DEODORIZER FOR HARD STAIN SURFACE | EA  | 624                                      |                                                                                                                |                                           |
| CM0230  | CARPET SHAMPOO                                  | EA  | 30                                       |                                                                                                                |                                           |
| CM0151  | MULTI PURPOSE DETERGENT                         | EA  | 4680                                     |                                                                                                                |                                           |

**SLC is a state owned, BOI registered company with duty free privilege.**

**\*\* Please note that the quantities given above are estimated quantities and would differ depending on passenger loads, flight frequency, destination changes, meal service etc. And also note that will consider the Quality, Price, Past performance for the evaluation.**

**Section IV - Bid Submission Form**

**(Mandatory Document)**

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

Date: .....

To: Sri Lankan Catering Ltd

We, the undersigned, declare that:

- (a) We have read and have no reservations to the document issued;
- (b) We agree to supply conforming to the documents issued and in accordance with the Schedule of Requirements Supply of Cleaning Chemicals for two years (15<sup>th</sup> of December 2025 to 14<sup>th</sup> of December 2027)
- (b) The price of our bid deliver to Sri Lankan Catering Ltd as per the mentioned delivery term in the price schedule (Annexure C)  
As per the price schedule: Currency: .....
  - 1. As per the quoted rates in the price Schedule (Annexure C)
- (c) Our bid shall be valid for the time specified in ITB Clause 8.1
- (d) We understand that our bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (f) Bid Securing Declaration is attached and same is valid for a period of 120 days after the bid submission deadline date.

Signed: .....

Stamp:.....

Name:

.....

Date : .....

## **Section V - General Conditions**

- I. If the bid is accepted, it is mandatory that the Bidder signs the Contract with Sri Lankan Catering Ltd prior to the commencement of the purchasing.
- II. Supplier is not allowed to change the price for entire two years contract period.
- III. Price to comply with incoterm issued by International Chamber of Commerce (2020).
- IV. Special terms and conditions of the bidder should be stated in the price schedule form separately.
- V. If supplier is unable to deliver the goods as per the agreed lead time by Sea Cargo (If agreed shipping method for a PO), due any reason (including shipping delays) supplier has to send the goods by air by bearing Air Freight cost to sellers account. In case of non-delivery, SLC will purchase the goods from the market and transfer the cost to seller's account.
- VI. The credit period will be Thirty (30) Days for local suppliers and forty-five (45) Days credit period (Open Payments) for foreign suppliers.
- VII. For the advance payment (Maximum 30% of the order value) requested by the bidder, the bidder should submit a bank guarantee issued by a commercial bank in Sri Lanka and be approved by the Central Bank of Sri Lanka (CBSL), which is not exceeding 30% of the order value, and the validity period will be requested by SLC at the time of making the payment.

**ANNEXURE A: Bid Acknowledgement Form (Mandatory)**

All bidders shall confirm your intention to submit a bid by forwarding the duly filled Bid Acknowledgement Form, 01 week prior to bid closing date.

Invitation for submission of bids for Supply of **Cleaning Chemicals** for two years (15<sup>th</sup> of December 2025 to 14<sup>th</sup> of December 2027) is hereby acknowledged.

☐

You may expect to receive our proposal on or before **11<sup>th</sup> of November 2025, 11.00 a.m.**

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

☐

We do not intend to submit a proposal because.

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

Signed : .....

Title : .....

Company : .....

Date : .....

ANNEXURE B: Format for Bid Security Declaration  
(Mandatory Document)

*[The Bidder shall fill in this form in accordance with the instructions indicated in brackets]*

Date: ..... *[insert date by bidder]*

\*Name of contract -Supply of Cleaning Chemicals for two years (15<sup>th</sup> of December 2025 to 14<sup>th</sup> of December 2027)

\*Invitation for Bid No: : SLC/DPC/GOODS/2025/088

\*To: Sri Lankan Catering Ltd

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration.
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of *three years* starting on the latest date set for closing of bids of this bid, if we:
  - (a) withdraw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or  
(ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are 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; or  
(ii) twenty-eight days after the expiration of our bid.

We understand that if we are a Joint venture (JV), the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent

Signed *[signature(s) of authorized representative]* In the Capacity of *[Designation]*

.....  
Name *[insert printed or typed/written name]*

.....  
Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

.....  
Dated on *[insert day]* day of *[insert month]*, *[insert year]* .....

Stamp:

**ANNEXURE B 2: Performance Security (Format)**  
(Successful Bidder should submit)

FORM OF PERFORMANCE SECURITY (Unconditional)

-----[Issuing  
Agency's Name, and Address of Issuing Branch or Office]

Beneficiary: ----- [Name and  
Address of Employer]

Date: ----- PERFORMANCE GUARANTEE No.:

We have been informed that ----- [name of Contractor]  
(hereinafter called "the Contractor") has entered into Contract No. -----[reference number  
of the contract] dated ----- with you, for the ----- [insert "construction"] 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 sum or sums not exceeding in total an amount of ----- ---  
[amount in figures] (-----) [amount in words], 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, 90 days from the  
project completion] and any demand for payment under it must be received by us at this office on or  
before that date.

\_\_\_\_\_ [signature(s)]

### ANNEXURE C: Non-collusion Affidavit (Mandatory)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;

b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and

c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents

therein and admitted to be correct, affirmed and set

his/her signature hereto before me)

on this .....day of ..... at .....

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

**Annexure D****Price Schedule****(Mandatory Document)**

Name of the Bidder : .....

Name of the Principal/ Manufacturer : .....

Currency:.....

Option 1 for Local Importers: Shipments under Sri Lankan Catering Ltd can be cleared on Duty free basis and deliver to SLC

Option 2: for Local Importers

Option 3 for Local Manufacturers/Vendors

| No | Gr | Code    | Item Description       | UOM | Brand | Country Of Origin | Required Quantity per two years | Supplier's two years Supply Capacity | Option 1 Price (Deliver to SLC)<br><br>(Duty Free) | Option 2 |     | Price |     | Shelf Life |     |
|----|----|---------|------------------------|-----|-------|-------------------|---------------------------------|--------------------------------------|----------------------------------------------------|----------|-----|-------|-----|------------|-----|
|    |    |         |                        |     |       |                   |                                 |                                      |                                                    | Sea      |     | MOQ   | Air |            |     |
|    |    |         |                        |     |       |                   |                                 |                                      |                                                    | FOB      | CIF |       | FOB |            | CIF |
| 1  |    | CM0 161 | AIR FRESHNER (BOTTLES) | EA  |       |                   | 848                             |                                      |                                                    |          |     |       |     |            |     |
|    |    | CM0 159 | AIR FRESHNER (CUBES)   | EA  |       |                   | 410                             |                                      |                                                    |          |     |       |     |            |     |
|    |    | CM0 108 | DESK & OFFICE CLEANER  | EA  |       |                   | 133                             |                                      |                                                    |          |     |       |     |            |     |
|    |    | CM0 336 | LIQUID SHOWER GEL      | EA  |       |                   | 50                              |                                      |                                                    |          |     |       |     |            |     |
|    |    | CM0 204 | ACIDIC CLEANER         | EA  |       |                   | 375                             |                                      |                                                    |          |     |       |     |            |     |
|    |    | CM0 113 | ALKALINE CLEANER       | EA  |       |                   | 1,650                           |                                      |                                                    |          |     |       |     |            |     |
|    |    | CM0 111 | HAND SANITIZER         | EA  |       |                   | 400                             |                                      |                                                    |          |     |       |     |            |     |
|    |    | CM0 174 | GLASS CLEANER          | EA  |       |                   | 600                             |                                      |                                                    |          |     |       |     |            |     |
|    |    | CM0 172 | DISINFECTANT           | EA  |       |                   | 2,388                           |                                      |                                                    |          |     |       |     |            |     |

| No | Gr | Code      | Item Description                                | UOM | Brand | Country Of Origin | Required Quantity per two years | Supplier's two years Supply Capacity | Option 1 Price (Deliver to SLC) (Duty Free) | Option 2 |     | Price |     | Shelf Life |     |
|----|----|-----------|-------------------------------------------------|-----|-------|-------------------|---------------------------------|--------------------------------------|---------------------------------------------|----------|-----|-------|-----|------------|-----|
|    |    |           |                                                 |     |       |                   |                                 |                                      |                                             | Sea      |     | MOQ   | Air |            |     |
|    |    |           |                                                 |     |       |                   |                                 |                                      |                                             | FOB      | CIF |       | FOB |            | CIF |
|    |    | CM0 115   | CHLORINE BASED FOOD SANITIZER                   | EA  |       |                   | 5,040                           |                                      |                                             |          |     |       |     |            |     |
|    |    | CM0 114 A | HARD OILY STAIN REMOVER                         | EA  |       |                   | 141                             |                                      |                                             |          |     |       |     |            |     |
|    |    | CM0 116 A | STAINLESS STEEL POLISH                          | EA  |       |                   | 60                              |                                      |                                             |          |     |       |     |            |     |
|    |    | CM0 201   | DISINFECT AND DEODORIZER FOR HARD STAIN SURFACE | EA  |       |                   | 312                             |                                      |                                             |          |     |       |     |            |     |
|    |    | CM0 230   | CARPET SHAMPOO                                  | EA  |       |                   | 15                              |                                      |                                             |          |     |       |     |            |     |
|    |    | CM0 151   | MULTI PURPOSE DETERGENT                         | EA  |       |                   | 2,340                           |                                      |                                             |          |     |       |     |            |     |

**Contract Period: 2 years**

Successful Bidder should submit the performance security as mentioned under the 20.4,20.5 of the Section I (ITB): Agree/ Disagree.....

**Payment terms** : - .....

Refer Section V - General Conditions

**ETA from PO Date:** -Sea ..... Air.....

**Contact details** :- Name:..... Mobile:.....

**Email Address** :- .....

**Signature and company stamp:** - .....Date:.....

### Option 3 for Local Manufacturers/Vendors

| No | Gr | Code     | Item Description              | UOM | Brand | Shelf Life | Country Of Origin | Required Quantity per two years | Supplier's Two years Supply Capacity | Option 3 Price (Excluding VAT& SSCL) | VAT (18%) | SSCL (2.5%) | Price (VAT)+ (SSCL) | MOQ |
|----|----|----------|-------------------------------|-----|-------|------------|-------------------|---------------------------------|--------------------------------------|--------------------------------------|-----------|-------------|---------------------|-----|
| 1  |    | CM01 61  | AIR FRESHNER (BOTTLES)        | EA  |       |            |                   | 848                             |                                      |                                      |           |             |                     |     |
|    |    | CM01 59  | AIR FRESHNER (CUBES)          | EA  |       |            |                   | 2410                            |                                      |                                      |           |             |                     |     |
|    |    | CM01 08  | DESK & OFFICE CLEANER         | EA  |       |            |                   | 133                             |                                      |                                      |           |             |                     |     |
|    |    | CM03 36  | LIQUID SHOWER GEL             | EA  |       |            |                   | 50                              |                                      |                                      |           |             |                     |     |
|    |    | CM02 04  | ACIDIC CLEANER                | EA  |       |            |                   | 375                             |                                      |                                      |           |             |                     |     |
|    |    | CM01 13  | ALKALINE CLEANER              | EA  |       |            |                   | 1,650                           |                                      |                                      |           |             |                     |     |
|    |    | CM01 11  | HAND SANITIZER                | EA  |       |            |                   | 400                             |                                      |                                      |           |             |                     |     |
|    |    | CM01 74  | GLASS CLEANER                 | EA  |       |            |                   | 600                             |                                      |                                      |           |             |                     |     |
|    |    | CM01 72  | DISINFECTANT                  | EA  |       |            |                   | 2,388                           |                                      |                                      |           |             |                     |     |
|    |    | CM01 15  | CHLORINE BASED FOOD SANITIZER | EA  |       |            |                   | 5,040                           |                                      |                                      |           |             |                     |     |
|    |    | CM01 14A | HARD OILY STAIN REMOVER       | EA  |       |            |                   | 141                             |                                      |                                      |           |             |                     |     |
|    |    | CM01 16A | STAINLESS STEEL POLISH        | EA  |       |            |                   | 60                              |                                      |                                      |           |             |                     |     |

| No | Gr | Code   | Item Description                                | UOM | Brand | Shelf Life | Country Of Origin | Required Quantity per two years | Supplier's Two years Supply Capacity | Option 3 Price (Excluding VAT& SSCL) | VAT (18%) | SSCL (2.5%) | Price (VAT)+ (SSCL) | MOQ |
|----|----|--------|-------------------------------------------------|-----|-------|------------|-------------------|---------------------------------|--------------------------------------|--------------------------------------|-----------|-------------|---------------------|-----|
|    |    | CM0201 | DISINFECT AND DEODORIZER FOR HARD STAIN SURFACE | EA  |       |            |                   | 312                             |                                      |                                      |           |             |                     |     |
|    |    | CM0230 | CARPET SHAMPOO                                  | EA  |       |            |                   | 15                              |                                      |                                      |           |             |                     |     |
|    |    | CM0151 | MULTI PURPOSE DETERGENT                         | EA  |       |            |                   | 2,340                           |                                      |                                      |           |             |                     |     |

**Contract Period: 2 years**

Successful Bidder should submit the performance security as mentioned under the 20.4,20.5 of the Section I (ITB): Agree/ Disagree.....

**Payment terms** : - .....

Refer Section V - General Conditions

**Delivery period from PO Date:** - .....

**Contact details** :- Name:..... Mobile:.....

**Email Address** :- .....

**Signature and company stamp:** - .....Date:.....

# **ANNEXURE E : Compliance sheet (Mandatory Document)**

Name of the Bidder : .....

Name of the Principal/ Manufacturer: .....

| Item Description        | Specification                                                                                                                                                                                                                                                                                          | Compliance with specification (Put 'Yes' or 'No' and attach proof if yes) | Remarks |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------|
| Air freshener (Bottles) | <ul style="list-style-type: none"> <li>• Good Fragrance strength</li> <li>• Easy to handle</li> <li>• Availability of MSDS</li> <li>• Average 500 ml packaging</li> <li>Minimum shelf life should be 01 year</li> </ul>                                                                                |                                                                           |         |
| Air freshener (Cubes)   | <ul style="list-style-type: none"> <li>• Good Fragrance strength</li> <li>• Should be cubes</li> <li>• Easy to handle</li> <li>• Stronger package with easy to open tear able stripe</li> <li>• Availability of MSDS</li> <li>• Packaging 50g</li> <li>Minimum shelf life should be 01 year</li> </ul> |                                                                           |         |

| Item Description      | Specification                                                                                                                                                                                                                                                                             | Compliance with specification (Put 'Yes' or 'No' and attach proof if yes) | Remarks |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------|
| Desk & office Cleaner | <ul style="list-style-type: none"> <li>• Aerosol foam based</li> <li>• Should remove dirt and stains on office wooden surfaces</li> <li>• No odor after cleaning</li> <li>• Easy to handle</li> <li>• Average 500 ml packaging</li> <li>• Minimum shelf life should be 01 year</li> </ul> |                                                                           |         |
| Liquid Shower Gel     | <ul style="list-style-type: none"> <li>• Good odor</li> <li>• Non allergy for skin</li> <li>• Liquid foam</li> <li>• Availability of MSDS</li> <li>• Packaging 01-02 Liter</li> <li>• Minimum shelf life should be 01 year</li> </ul>                                                     |                                                                           |         |

| Item Description | Specification                                                                                                                                                                                                                                                                                                      | Compliance with specification (Put 'Yes' or 'No' and attach proof if yes) | Remarks |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------|
| Acid Cleaner     | <ul style="list-style-type: none"> <li>• Should remove of rust, Lime and calcium deposits</li> <li>• High cleaning strength</li> <li>• Availability of MSDS</li> <li>• Packaging 05-10 Liters</li> <li>• Minimum shelf life should be 01 year</li> </ul> Food grade certificated                                   |                                                                           |         |
| Alkaline Cleaner | <ul style="list-style-type: none"> <li>• Should remove of burnt oils, fats, Grease and Carbonize depositors from S/S machines</li> <li>• High cleaning strength</li> <li>• Un diluted</li> <li>• Availability of MSDS</li> <li>• Packaging 05-10 Liters</li> <li>• Minimum shelf life should be 01 year</li> </ul> |                                                                           |         |

| Item Description | Specification                                                                                                                                                                                                                                  | Compliance with specification<br>(Put 'Yes' or 'No' and attach proof if yes) | Remarks |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------|
| Hand sanitizer   | <ul style="list-style-type: none"> <li>• General purpose of hand cleaner</li> <li>• Availability of MSDS</li> <li>• Food grade certified</li> <li>• Packaging 05 Liter</li> <li>• Minimum shelf life should be 01 year</li> </ul>              |                                                                              |         |
| Glass cleaner    | <ul style="list-style-type: none"> <li>• Dirt remover of window glasses</li> <li>• Quick dry without patches</li> <li>• Availability of MSDS</li> <li>• Packaging 500 ml on average</li> <li>• Minimum shelf life should be 01 year</li> </ul> |                                                                              |         |

| Item Description              | Specification                                                                                                                                                                                                          | Compliance with specification (Put 'Yes' or 'No' and attach proof if yes) | Remarks |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------|
| Disinfectant                  | <ul style="list-style-type: none"> <li>Disinfectant for floor and walls</li> <li>Good odor</li> <li>Availability of MSDS</li> <li>Packaging 500 ml on average</li> <li>Minimum shelf life should be 01 year</li> </ul> |                                                                           |         |
| Chlorine based food sanitizer | <ul style="list-style-type: none"> <li>Fruit, vegetables and equipment's sanitizer</li> <li>Food grade certified</li> <li>Packaging 05 Liter</li> </ul> <p>Minimum shelf life should be 01 year</p>                    |                                                                           |         |

| Item Description        | Specification                                                                                                                                                                                                                                                                                                  | Compliance with specification (Put 'Yes' or 'No' and attach proof if yes) | Remarks |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------|
| Hard oily stain remover | <ul style="list-style-type: none"> <li>• Remover of dirt grease and grim from oily surfaces</li> <li>• Sodium hydroxide &amp; alcohol base (Liquid base)</li> <li>• No odor</li> <li>• Availability of MSDS</li> <li>• Packaging 25 Liters</li> </ul> <p>Minimum shelf life should be 01 year</p>              |                                                                           |         |
| Stainless steel polish  | <ul style="list-style-type: none"> <li>• S/S equipment polisher</li> <li>• No odor</li> <li>• High cleaning strength</li> <li>• Quick dry without patches</li> <li>• Availability of MSDS</li> <li>• Packaging 05 Liter</li> <li>• Minimum shelf life should be 01 year</li> </ul> <p>Food grade certified</p> |                                                                           |         |

| Item Description                                 | Specification                                                                                                                                                                                                                                                                                                                                              | Compliance with specification (Put 'Yes' or 'No' and attach proof if yes) | Remarks |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------|
| Disinfect and deodorizer for hard stain surfaces | <ul style="list-style-type: none"> <li>• Use for disinfect and deodorize hard stain surfaces</li> <li>• High cleaning strength</li> <li>• 100% soluble in water</li> <li>• Availability of MSDS</li> <li>• Packaging 5-10 kg/L</li> <li>• Minimum shelf life should be 01 year</li> <li>• Food grade certified</li> <li>• Liquid or solid basis</li> </ul> |                                                                           |         |
| Carpet Shampoo                                   | <ul style="list-style-type: none"> <li>• Use wash carpet</li> <li>• Should remove dirt and stains</li> <li>• No odor</li> <li>• Availability of MSDS</li> <li>• Packaging 05 Liter</li> <li>• Minimum shelf life should be 01 year</li> </ul>                                                                                                              |                                                                           |         |

| Item Description                                                           | Specification                                                                                                                                                                                                                                                | Compliance with specification (Put 'Yes' or 'No' and attach proof if yes) | Remarks |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------|
| Multi purpose Detergent                                                    | <ul style="list-style-type: none"> <li>• Floor and equipment cleaner</li> <li>• Should remove dirt and stains</li> <li>• No odor</li> <li>• Availability of MSDS</li> <li>• Packaging 04-10 Liter</li> <li>• Minimum shelf life should be 01 year</li> </ul> |                                                                           |         |
| ** The delivery schedule will be as per SLC requirement on staggered basis |                                                                                                                                                                                                                                                              |                                                                           |         |

Authorized Signature: - .....

Name of the Authorized person: .....

Company Stamp:

**ANNEXURE F: Clientele Information Form (Mandatory)**

**\*\*Please provide information on clientele during the past 03 years only**

|    | <b>Name of the Customer</b> | <b>Company Representative's Contact Details (Please state name, official email address and telephone number)</b> | <b>Client since</b> | <b>Goods and Service provided</b> |
|----|-----------------------------|------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------|
| 1  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 2  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 3  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 4  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 5  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 6  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 7  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 8  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 9  |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |
| 10 |                             |                                                                                                                  |                     |                                   |
|    |                             |                                                                                                                  |                     |                                   |

**ANNEXURE G: - Sample Contract**

**SUPPLY OF CLEANING CHEMICALS TO SRILANKAN CATERING LIMITED**

THIS AGREEMENT made and entered into on this [●], by and between

1. **SRILANKAN CATERING LIMITED**, a Company incorporated in Sri Lanka, bearing company registration No. PV1418PB and having its registered office at No.07, Bandaranaike International Airport, Katunayake, Sri Lanka (hereinafter referred to as "SLC" which term or expression as herein used shall where the context so requires or admits mean and include the said **SRI LANKAN CATERING LIMITED**, its successors and permitted assigns), of the **FIRST PART**, and
2. [●], a Company incorporated in [●], bearing company registration [●] and having its registered office at [●] (hereinafter referred to as the "Supplier" which term or expression as herein used shall where the context so requires or admits mean and include the said [●], its successors and permitted assigns) of the **SECOND PART**.

**WHEREAS**

- A. SLC is desirous of purchasing [●] for a period of [●] as per the specifications as set out in "Annexure A" and whereas the Supplier is desirous of supplying [●] to SLC (hereinafter referred to as the "Goods").
- B. The Supplier is engaged in the supply of Goods and has agreed to supply same to SLC on terms and conditions set out below.

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS**

**1.0 OBLIGATIONS OF SUPPLIER**

- 1.1 Supplier shall supply the Goods as per specifications in respect of quality, size, quantity, brand, volume and prices as set out in Annexure "A". Time of delivery shall be from time to time indicated by SLC and also be subject to such health certificates/country of origin/certificate for genetically modification free and halal certificate as may be required. Provided that nothing herein shall prejudice the right of or prevent SLC from checking prices from other sources at any time.
- 1.2 The Purchase Order shall be placed either by e-mail or facsimile message, which message shall be confirmed by an official Purchase Order along with the relevant reference number.
- 1.3 The Supplier shall confirm receipt of the Purchase Order and its ability to supply Goods. The Supplier shall supply Goods in accordance with the instructions of SLC. Any change in the specification/brand/quality/packing/texture/colour shall be subject to prior approval by SLC.
- 1.4 SLC shall be at liberty to cancel/decrease/increase any order prior to delivery, provided however that Goods obtained or manufactured specifically for the purpose of SLC shall not be cancelled after purchase, manufacture or shipment.
- 1.5 All packing shall conform to accepted standards and be designed to prevent and/or minimize damages while in transit/transport or delivery.
- 1.6 If for any reason whatsoever the Supplier is unable to supply the Goods ordered or any part thereof, referred to herein as per Purchase Orders placed by SLC, or SLC rejects same as not being in conformity with the specifications and conditions of supplies, SLC shall be entitled to obtain same from any other source.
- 1.7 SLC shall have complete authority to reject any item as not being in conformity with the specifications and/or conditions of supply/purchase order and the decision of the SLC in that regard shall be final and the Supplier shall not have any right of appeal therefrom.

- 1.8 Shall the market price fall below the agreed price during the Contract Period as defined in Clause 7.1 below, SLC reserves the right to lower the agreed price for such periods. SLC shall be at liberty to purchase the products from an alternate cheaper source provided the Supplier does not agree to lower the price in par with the prevailing lower prices.
- 1.9 The minimum shelf life of the product/s agreed to supply under this Agreement shall be not less than 75% of its normal shelf life at the time of the delivery.

## **2 DELIVERY**

All Goods to be delivered to the receiving Unit of SLC (Flight Kitchen, Katunayake) unless any other location agreed by the parties. All items shall be subjected to hygiene and security checks including the utensils used. All deliveries shall be subjected to a comprehensive insurance coverage as per applicable inco-term, as agreed by both parties. If the Goods are not up to SLC standard, the Supplier should take the responsibility of returned Goods including all the costs involved.

## **3 GOODS IN TRANSIT**

- 3.1 The Supplier shall at all-time be held responsible for the Goods in transit. All orders undertaken shall be supplied in good order as per the quantities, qualities and the specifications mentioned in the relevant Purchase Order.
- 3.2 Any damages, shortages, quality deviations to the Goods while in transit shall be made correct immediately and all arrangements shall be made to comply with the original or all other procedures such as insurance queries or investigations etc., shall be processed subsequent to the above process.

## **4 PRICE**

- 4.1 The Supplier shall sell and SLC shall purchase the Goods referred to in Annexure **A** at prices listed therein from [●] to the conclusion of the contract. The prices given in Annexure **A** shall not be increased during the Contract Period.

## **5 EX-FACTORY**

The prices in Annexure A is based on **CIF**.

## **6 LEAD-TIME**

SLC shall give the Supplier notice of [●] days to get Goods ready for daily orders. SLC shall give the Supplier notice of (as specified by the relevant Purchase Order) working days for delivery of Goods to the Flight Kitchen.

## **7 TERM AND TERMINATION OF CONTRACT**

- 7.1 This Agreement shall come in to force on [●] and shall remain in force for a period of [●] year/s (the "Contract Period") unless terminated earlier as specified in this Agreement. The parties may renew this Agreement for a further term(s) on mutually agreed terms and conditions.
- 7.2 Notwithstanding Clause 7.1 SLC may terminate this Agreement by giving to the Supplier thirty (30) days written notice without cause (such termination to take effect on the expiry of the notice period).
- 7.3 SLC may terminate this Agreement forthwith in writing in the event the Supplier does not:
- 7.3.1 Provide the Goods at the time, manner and/or to the specifications/ quality required by SLC as per purchase orders pursuant to this Agreement;
  - 7.3.2 Comply with the requirements and/or notices of SLC; and/or
  - 7.3.3 Perform, fails or is failing in the performance of any of its obligations under this Agreement.
- 7.4 Either party shall have the right to terminate this Agreement forthwith at any time by giving written notice to the other upon the happening of any of the following events:

- 7.4.1 If the other party is in breach of any of the terms or conditions of this Agreement and failing to rectify the breach within fourteen (14) days of notice from the other party or immediately if the breach is incapable of remedy;
- 7.4.2 If the other party enters into liquidation whether compulsory or voluntary (otherwise than for the purpose of amalgamation or reconstruction) or compounds with or enters into a scheme of arrangement for the benefit of its creditors or has a receiver appointed of all or any part of its assets or takes or suffers any similar action in consequence of debt; and/or
- 7.4.3 If the other party shall cease substantially to carry on trade or shall threaten to cease substantially to carry on trade.
- 7.5 Termination of this Agreement pursuant to the provisions of this Clause shall be without prejudice to the accrued rights and liabilities of either party.
- 7.6 On termination of this Agreement, the Supplier shall only be entitled to the payment of monies (less any monies as SLC is entitled to deduct/set-off under this Agreement) for Goods duly provided in accordance with the terms of this Agreement. The Supplier shall not be entitled to any further costs, remuneration consequential or special damages, loss of profits or revenue claimed to have been suffered by the Supplier (including its agents, employees and representatives) as a result of this Agreement.

## **8 INDEMNITY AND LIABILITY**

- 8.1 The Supplier shall indemnify and hold harmless SLC free and clear from and against any and all losses, costs, expenses, claims, damages and liabilities, to SLC, its officers, agents, employees, representatives or any third parties and/or any property, that may arise pursuant to this Agreement, in particular pursuant to (but not limited to) any:
  - 8.1.1 claim in respect of any workers of the Supplier under the Workman's Compensation laws or any other law;
  - 8.1.2 accident, injury, illness or death caused to any person except where such liability arises by negligence or willful misconduct of SLC, its servants, agents, employees or representatives;
  - 8.1.3 acts of theft, pilferage of property or other acts committed by the Supplier or its workers which cause financial loss or are likely to bring SLC into disrepute;
  - 8.1.4 defect(s) in the Goods provided under this Agreement;
  - 8.1.5 violation of any laws, regulations or intellectual property rights of any party;
  - 8.1.6 non-conformity of the Goods with any samples provided by the Supplier and approved by SLC;
  - 8.1.7 lack of merchantable quality and/or fitness for the purposes of Goods envisaged under this Agreement.
  - 8.1.8 violation of any intellectual property rights of any third party.
- 8.2 Notwithstanding, Clause 8.1 above, SLC may, without prejudice to its right to terminate this Agreement, require the Supplier to pay SLC the total value of any property lost, damaged or pilfered by the Supplier or its workers.
- 8.3 SLC shall indemnify and hold harmless the Supplier free and clear from and against any and all losses, costs, expenses, claims, damages and liabilities that may arise pursuant to the death or injury of a worker of the Supplier or damage to the Supplier (or its workers) property if duly proven that it caused by SLC's negligence or willful misconduct and except to the extent determined to have resulted from negligence and/or intentional or deliberate misconduct of the Supplier's personnel or a third party, including any third party bringing a claim.

## **9 LIQUIDATED DAMAGES**

- 9.1 Time is of the essence in this Agreement, and full delivery of the Goods ordered must be made on the date specified in the Purchase Order, failing which the Supplier shall pay SLC liquidated damages as set out in clause 9.2 below
- 9.2 One percent (1%) of the monies payable in respect of the particular Purchase Order/s on a daily basis, for the period of delay, after a grace period of One (01) day.
- 9.3 The Supplier shall in the aforementioned instances make good the irregularity, breach and/or lapse as soon as possible to the satisfaction of SLC and shall reimburse SLC any expenses incurred by it in such said instances.

#### **10 PAYMENTS**

- 10.1 SLC shall pay the Supplier for each order based on the rates and currencies set out in Annexure **A**. Subject to Clause 1.8, no increase in price/or rates shall be permitted.
- 10.2 Terms of payments under this Agreement will be Letter of Credit 90 Days.

#### **11 REJECTION OF GOODS**

- 11.1 In the event, where the Goods supplied fail to meet the requirements set out in Annexure **A** and in the opinion of SLC are not keeping with the approved samples or not in keeping with the specification agreed or is in excess of or below the quantity ordered, SLC reserves the right to reject such Goods supplied and the Supplier shall be required to replace the rejected Goods with the correct requirement immediately without any additional charges or refund all dues paid by SLC.
- 11.2 Any freight charges/delivery charges incurred in this regard shall be borne by the Supplier.

#### **12 GOVERNING LAW AND JURISDICTION:**

This Agreement and non-contractual obligations arising out of this Agreement shall be governed by the laws of the Democratic Socialist Republic of Sri Lanka and subject to the jurisdiction of the courts of Sri Lanka.

#### **13 FORCE MAJEURE:**

- 13.1 In the event that either party shall be wholly or partly unable to carry out its obligations under this Agreement by reasons or causes beyond its control, including by way of illustration Acts of God or the public enemy, fire, floods, explosions, epidemics, insurrection, riots or other civil commotion, war, Government order or by any other cause (excluding, however, strikes, lockouts or other labor troubles), which it could not be reasonably be expected to foresee or avoid, then the performance of its obligations in so far as they are affected by such cause shall be excused during the continuance of any inability so caused. Such cause(s) shall however as far as possible be remedied by the affected party with all reasonable dispatch.
- 13.2 Notwithstanding the above, each party shall give the other as soon as possible notice of the occurrence or imminent occurrence of an event as indicated above and where such notice is given verbally it shall be followed immediately in writing.
- 13.3 In the event the force majeure event relates to delivery of Goods by the Supplier, unless otherwise directed by SLC in writing, the Supplier shall continue to perform its obligations under the Agreement as far as is reasonable and practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 13.4 If the period of delay or non-performance continues for thirty (30) days, the Party not affected by the force majeure event may terminate this Agreement immediately with written notice to the affected Party.

#### **14 NON-PERFORMANCE**

- 14.1 In the event the Supplier fails to discharge or perform its obligations under this Agreement, SLC may at its discretion and without prejudice to any other rights it has under this Agreement;
- a) Charge the Supplier liquidated damages as set out under Clause 9; and
  - b) Obtain the Goods of another supplier as appropriate

- 14.2 It shall be lawful to SLC to claim from the Supplier any costs, fines, penalties, charges imposed on or incurred by SLC as result of the Supplier's failure to discharge or perform its obligations under this Agreement. Provided however that the above shall be without prejudice to the remedies/relief/rights available to SLC elsewhere in this Agreement.

**15 GENERAL**

- 15.1 The Supplier shall not assign, transfer or sublet its rights or obligations under this Agreement without the prior written approval of SLC. Provided that the Supplier shall not be relieved of responsibility under this Agreement for such portion of its obligations as are assigned, transferred or sublet.
- 15.2 The rights and remedies of SLC against the Supplier for the breach of any condition and for obligations undertaken by the Supplier under this agreement shall not be prejudice or deemed to be waived by reason of any indulgence or forbearance of SLC.
- 15.3 Nothing in this Agreement shall prevent SLC from availing itself or any remedies provided under the general law in addition to the remedies stipulated in the Agreement.
- 15.4 This Agreement together with the Annexures/Schedules contains the entire Agreement between the parties and shall not be varied amended or affected by the conditions of sale or delivery etc. of the Supplier.
- 15.5 Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that their duly authorized signatories have been authorized to execute and deliver this Agreement.
- 15.6 Any notice or other communication required or authorized by this Agreement to be served or given by either party to the other shall be deemed to have been duly served or given if in writing and left at or sent by prepaid registered post to the last known place of business of that; or sent by telex or telegram to such place of business and confirmed by prepaid registered post, similarly addressed, within 24 hours of the dispatch of such telex or telegram;

15.6.1 In the case of SLC to -

Address : [•]  
Attn : [•]  
E-mail : [•]  
Tel : [•]

15.6.2 In the case of Supplier to -

Address : [•]  
Attn : [•]  
E-mail : [•]  
Tel : [•]

- 15.7 If, any of the terms and conditions of this Agreement shall be or become unenforceable for any cause or reason whatsoever, the ensuing lack of enforceability shall not affect the other provisions hereof, and in such event the parties hereto shall endeavour to substitute forthwith such other unforeseeable provisions as will most closely correspond to the legal and economic contents of the said terms and conditions.
- 15.8 Section headings used herein are for convenience of reference only, and do not form part of this Agreement and shall not affect the construction of, or be taken into consideration in interpreting, this Agreement.

15.9 Nothing in this Agreement shall be taken to create any joint venture, partnership or other similar arrangement. The parties shall at all times stand in relation to each other as independent contractors.

15.10 Each party hereby agrees that all information provided by the other party and identified as "confidential" will be treated as such, and the receiving party shall not make any use of such information other than with respect to this Agreement. If the Agreement shall be terminated, each party shall return to the other all such confidential information in their possession or will certify to the other party that all of such confidential information that has not been returned has been destroyed.

IN WITNESS WHEREOF the parties hereto have caused their authorized signatories to place their hands hereunto and to one other of the same tenor on the date first referred to above.

For and on behalf of  
**SriLankan Catering Limited**

For and on behalf of  
[•]

.....  
Name:  
Designation:

.....  
Name:  
Designation:

Witness:

Witness:

Date:

Date:

**Annexure A: Specification and Price Schedule Form**

**Supplier** - [•]

**Product** - [•]

**Product List** -

| <b>Code</b> | <b>Item</b> | <b>Specifications</b> |
|-------------|-------------|-----------------------|
| [•]         | [•]         | [•]                   |

**Price Schedule -**

Incoterm - CIF

Payment Term - Letter of Credit 90 Days

Period - [•]

| <b>Code</b> | <b>Item</b> | <b>UOM</b> | <b>Unit Price per KG USD</b> |
|-------------|-------------|------------|------------------------------|
| [•]         | [•]         | [•]        | [•]                          |

For and on behalf of  
**SriLankan Catering Limited**

For and on behalf of  
[•]

.....

.....

Name:

Name:

Designation:

Designation:

Witness:

Witness:

**ANNEXURE H: Vendor Information Form (Mandatory Document for New Suppliers)**

|                                                                                   |                                                              |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------|
|  | <b>VENDOR INFORMATION FORM</b><br>SRILANKAN CATERING LIMITED |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------|

|                                                             |                                  |
|-------------------------------------------------------------|----------------------------------|
| <b>Section A – Basic Information of the Vendor</b>          |                                  |
| 1. Registered Name of the Vendor                            |                                  |
| 2. Registered Address                                       | 3. Check Delivery Address        |
| 4. Date of Incorporation                                    | 5. Business Registration Number  |
| 6. Country of Incorporation                                 |                                  |
| 7. Nature of the Business                                   | 8. Business Type (Local/ Import) |
|                                                             | 9. Currency:                     |
| 10. Telephone and Fax Numbers<br><br>Telephone :<br>Fax :   | 11. E-mail Address               |
| 12. Other Contact Details (If Any)                          |                                  |
| 13. Registered Name and the Address of Local Agent (If Any) |                                  |
| <b>Section B – Bank Details of the Vendor</b>               |                                  |

|                                                                           |                            |
|---------------------------------------------------------------------------|----------------------------|
| 14. Name of the Bank and the Address                                      |                            |
| 15. Account Number                                                        | 16. SWIFT Code / SORT Code |
| 17. Payment Terms                                                         |                            |
| 18. Registered for VAT : YES/ NO<br><br>If YES, VAT Registration Number : |                            |

|                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------|--|
| <b>Section C – Details of the Directors, Shareholders and Related Parties</b>                          |  |
| 19. Name(s) of the Directors                                                                           |  |
| 20. Name(s) of the Shareholders                                                                        |  |
| 21. Name(s) of the Directors of parent/subsidiary who are also Directors of SriLankan Catering Limited |  |

|                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------|--|
| 22. Name(s) of the Directors of parent/subsidiary who are also Employees of SriLankan Catering Limited |  |
| 23. Names of Close Family Members who are either Directors/Employees of SriLankan Catering Limited     |  |

#### Section D – Conflict of Interest

24. I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

|                                                                                                                                                                                                                                                                                                 | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| I. No SLC employee or SLC employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.                                                                                                                           |     |    |
| II. No retired SLC employee who has been retired or separated from the SLC for less than one (1) year has an ownership interest in vendor's Company.                                                                                                                                            |     |    |
| III. No SLC employee is contemporaneously employed or prospectively to be employed with the vendor.                                                                                                                                                                                             |     |    |
| IV. Vendor hereby declares it has not and will not provide gifts or hospitality of any monetary value or any other gratuities to any SLC employee to obtain or maintain a contract.                                                                                                             |     |    |
| V. Please note any exceptions below:<br>Name of SLC employees, elected officials, or immediate family members with whom there may be a potential conflict of interest<br><br>I. Name :-----<br>II. Relationship to employee:-----<br>III. Interest in vendor's company:-----<br>IV. Other:----- |     |    |

#### Section E – Supporting Documents

25. Please Attach Copies of ,

- I. Business Registration
- II. Form 20 ( Names of the Directors)
- III. VAT/SVAT Registration/ Details

- |     |                                                                                         |
|-----|-----------------------------------------------------------------------------------------|
| IV. | Attach a Copy of Bank Statement/ Bank Book/ Bank Details printed on Company Letterhead. |
| V.  | Three Years Audit Statement Signed by Approved Accountant                               |

As authorized representative of ..... [Name of the Vendor], I hereby confirm on behalf of ..... [Name of the Vendor] that the information provided above are true and accurate and acknowledge that the bid of ..... [Name of the Vendor] submitted herewith shall be rejected in the event all or any of the information submitted above is found to be incorrect.

**Details of the Vendor's Authorized Signatory**

Name:

Designation:

Date:

Signature & Company Rubber Stamp:

**OFFICE USE ONLY**

|                                                                                          |                                                                                         |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>SECTION E : VENDOR REGISTRATION DETAILS</b>                                           |                                                                                         |
| 26. System                                                                               |                                                                                         |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">INFLAIR</div> | <div style="border: 1px solid black; padding: 5px; display: inline-block;">ORACLE</div> |
| 27. Supplier Selection Criteria                                                          |                                                                                         |
| 28. Supplier Code                                                                        |                                                                                         |
| 29. Estimated Value of the Contact ( Based on the Estimated Consumption)                 |                                                                                         |
| Approval                                                                                 | Approval                                                                                |
| Manager – Procurement and shipping                                                       | Manager - Finance                                                                       |

<Company Letter Head>

<Date>,  
Accountant – Payments and Compliances,  
SriLankan Catering Limited,  
Bandaranaike International Airport,  
Katunayake.

Dear Sir,

**PROCESSING OF PAYMENTS THROUGH ONLINE/INTERNET BANKING**

This is to inform you that <Supplier Name> bank details as follows for transfer future payments.

| Company Details                                                                                      | Bank Details |
|------------------------------------------------------------------------------------------------------|--------------|
| Name of the Bank (HNB account holders will get payment on the same day)                              |              |
| Branch Name                                                                                          |              |
| Account Number                                                                                       |              |
| Bank Code                                                                                            |              |
| Branch code                                                                                          |              |
| SWIFT Code (If any)                                                                                  |              |
| IBAN ( If any)                                                                                       |              |
| <b>Contact Details</b>                                                                               |              |
| e-mail Address (for payment notification)                                                            |              |
| Mobile Number (to send you remittance via SMS alternatively) (Not applicable for foreign Suppliers ) |              |
| Name of the contact person (to be contacted for clarifications, if any)                              |              |

Copy of bank statement without transactions

|     |    |
|-----|----|
| Yes | No |
|-----|----|

Your corporation in this regard is highly appreciated.

Thanking you.  
Yours faithfully,

.....  
<Authorized Signature>  
<Designation>

## ANNEXURE I: Document Check List

Please submit the completed document check list along with the Bid with the below requested documents.

| Document Ref                                                                                                                                                 | Title of the Document                                                                                                                                                          | Status                      | Completed, Signed, Stamp | Response of Bidder |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------|--------------------|
| Sections IV                                                                                                                                                  | Bid Submission form                                                                                                                                                            | Mandatory                   | Submitted/ Not Submitted |                    |
| Annexure A                                                                                                                                                   | Bid Acknowledgement form                                                                                                                                                       | Mandatory                   | Submitted/ Not Submitted |                    |
| Annexure B                                                                                                                                                   | BID security declaration form                                                                                                                                                  | Mandatory                   | Submitted/ Not Submitted |                    |
| Annexure C                                                                                                                                                   | Non-collusion Affidavit Form                                                                                                                                                   | Mandatory                   | Submitted/ Not Submitted |                    |
| Annexure D                                                                                                                                                   | Price schedule                                                                                                                                                                 | Mandatory                   | Submitted/ Not Submitted |                    |
| Annexure E                                                                                                                                                   | Compliance sheet                                                                                                                                                               | Mandatory                   | Submitted/ Not Submitted |                    |
| Annexure F                                                                                                                                                   | Clientele information form                                                                                                                                                     | Mandatory                   | Submitted/ Not Submitted |                    |
|                                                                                                                                                              | Financial statements of last 02 years / Bank statements                                                                                                                        |                             | Submitted/ Not Submitted |                    |
|                                                                                                                                                              | Client/sales details for last 03-year period                                                                                                                                   |                             | Submitted/ Not Submitted |                    |
| Annexure H                                                                                                                                                   | Vendor Registration Form including ( Business registration form, Form 20, Company director details, Tax registration certificate, copy of bank statement without transactions) | Mandatory for new suppliers | Submitted/ Not Submitted |                    |
| Above documents are mandatory requirement when Bid submission and Bids without above documents (not Completed/Not signed/Not stamped) will be stand rejected |                                                                                                                                                                                |                             |                          |                    |

Successful Bidder/Bidders should submit the performance security as stated in Section 1, 20.4 and 20.5. Agree/ Not Agree

.....  
 .....  
 Date:  
 Stamp

.....  
 Name/ Signature

.....  
 Company