

22nd June 2018

Registered Post

Dear Sir,

Tender for Supply of Cup & Saucers.

Tender No. : AD/2/C & S/103/2018

Closing on : 06th July 2018 at 11.00 a.m.

Sealed quotations are invited in duplicate with a sample for purchase of the following items. Offers without samples will not be considered.

No	Item	Qty	Price Per Unit (Rs.)
01.	Plain Cup & Saucers (Porcelain) (Good quality)	300 Nos	
02.	Plain Drinking Glass	100 Nos	

Tenderers should strictly adhere to the following conditions:

- 1. Offers should be submitted with duplicates that clearly & separately marked as ``Original`` and ``Duplicate`` and to be inserted in two separate envelopes.**
- 2. Original`` and ``Duplicate`` offers should be properly sealed (Not to be used staple pins.)**
- 3. Tender No, Time & Date of closing should be marked on the top left hand corner of the envelopes.**
- 4. Alternative Bids will not be accepted.**
- 5. When a bid contain several options, only the 1st option will be considered in the bid evaluation process.**

Your quotation addressed to the Chairman, Procurement Committee, State Pharmaceuticals Corporation of Sri Lanka, No.75, Sir Baron JayatillakeMawatha, Colombo 01 , should be sent either by registered post or be deposited in a box kept in the Internal Audit Department of this building at or before **11.00 a.m. on 06th July 2018.**

VAT should be shown separately. All prospective bidders should deposit a refundable deposit for a value of **Rs. 5,000.00** at **Cashier of SPC Head Office** located at **No. 75, Sir Baron Jayathilaka Mw., Colombo 01**, and a copy receipt

of the same should be attached with the offer. Offers without same will be rejected.

Tenders will be opened immediately after the closing of the tender. Tenderers or their authorized representatives will be permitted to be present at the time of opening of tender. **Goods should be handed over within 2 weeks upon the confirmed purchase order to our Stationery Stores at No.75, Sir Baron Jayatillake Mv., Colombo 1,** within a one month. Payments will be made on one month credit basis.

Thanking you,

Yours faithfully,

Manager – Administration.

Copies: 1. Internal Auditor
2. Manager – Procurement Unit
3. Management Assistant (Administration)