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இலங்கை மத்திய வங்கி  
CENTRAL BANK OF SRI LANKA

ලේකම් දෙපාර්තමේන්තුව  
செயலகத் திணைக்களம்  
SECRETARIAT DEPARTMENT

අංක 30, ජනාධිපති මාවත, කොළඹ 01, ශ්‍රී ලංකාව  
இல. 30, சனாதிபதி மாவத்தை, கொழும்பு - 01, இலங்கை  
No. 30, Janadhipathi Mawatha, Colombo 01, Sri Lanka

DOCUMENT A  
INVITATION FOR BID

09/04/149/2023/001

07 November 2024

Director/Manager

.....  
.....

Dear Sir/Madam,

**CALLING BIDS FOR THE SUPPLY, DELIVERY, COMMISSIONING AND  
MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES FOR  
THE CENTRAL BANK OF SRI LANKA**

Sealed quotations are invited for the supply, delivery, commissioning and maintenance of six (06) desktop currency note counting machines for the Central Bank of Sri Lanka (CBSL) as follows.

**1. Eligibility Criteria:**

- 1.1. Experience [Annex I (a)]
- 1.2. Qualifications [Annex I (b)]

**2. Technical Specifications:**

Required minimum technical specifications are in Annex II.

**3. Price Schedule:**

The bidders shall quote prices as per Annex III. The price quoted inclusive of all local taxes should be in Sri Lanka Rupees (Rs.) and valid until 07 January 2025. The price shall remain unchanged during the validity period.

**4. Bid Guarantee:**

The bidder should furnish a Bid Guarantee amounting to a sum Rs. 25,000.00 valid until 06 February 2025 by way of a Bank Guarantee substantially in the form of Annex IV or a Bank Draft in favour of the Central Bank of Sri Lanka, obtained from a Licensed Commercial Bank operating in Sri Lanka. The Bid Guarantee shall be available at the time of the bid opening.

**5. Performance Guarantee:**

Within fourteen (14) calendar days of the receipt of Letter of Award from the CBSL, the successful bidder (supplier) shall furnish a Performance Guarantee substantially in the form of Annex V in a sum equivalent to ten per cent (10%) of the contract price for the due performance of the contract. Such Guarantee shall take the form of a Bank Guarantee or a Bank Draft from a licensed commercial bank operating in Sri Lanka. The Performance

Guarantee should be valid for One Hundred and Twenty (120) days from the date of acceptance of the award by the Supplier.

A bidder who fails to furnish the required Performance Guarantee within 14 calendar days of receiving notice in writing that this bid has been accepted, shall be deemed to be disinterested in accepting the award, and the Bid Guarantee shall be forfeited.

**6. Delivery Period and Liquidated Damages:**

The successful bidder shall supply the required items within Ninety (90) days from the date of the letter of award. Failure to deliver the required items within this period would render the supplier liable to pay liquidated damages at the rate of Rs. 1,500.00 per each day of delay and such amounts will be deducted from the payment due to the supplier.

**7. Maintenance Services:**

The successful bidder shall provide maintenance/configuration services of the licenses/subscriptions at no additional cost to the CBSL during the warranty period.

**8. After Sales service requirements:**

8.1. The supplier should provide first line of support and maintenance services for the bided items with on-site (Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01) support whenever requested by the CBSL during expected lifespan (for a period not less than five years from the date of commissioning) of the machines by themselves or through an accredited local agent.

8.2. The supplier shall attend to scheduled maintenance and repairs or breakdowns as and when deemed necessary.

8.3. The supplier shall ensure the availability of spare parts and able technicians to carry out necessary repairs to the machines during its expected lifespan.

**9. Warranty**

9.1. The machine should carry a warranty period of two (02) years from the date of commissioning.

9.2. During the warranty period, the machines should be serviced at least four (04) times a month and replacement of defective items/wearing parts and software repairs should be free of charge. The supplier shall attend to repairs or breakdowns free of charge during this period.

**10. Post Warranty Maintenance**

For the post warranty period of three (03) years, each bidder should provide the post warranty maintenance cost for the following two options.

- i. Option 1 – Comprehensive post warranty maintenance
  - a. Four (04) scheduled maintenance per month
  - b. Unlimited repairs for breakdowns
  - c. Software repairs and necessary upgrades to be carried out free of charge
  - d. Defective items/wearing parts to be replaced free of charge

- ii. Option 2 – Post warranty maintenance (labour and transport only)
  - a. Four (04) scheduled maintenance per month
  - b. Unlimited unscheduled maintenance per month
  - c. Software repairs and necessary upgrades to be done free of charge
  - d. The cost of replacement of defective items/wearing parts to be borne by the CBSL.

## **11. Payment Method:**

11.1. All payments will be subject to existing taxes as applicable in terms of the Inland Revenue Act No. 24 of 2017 and any subsequent amendments and notices issued by the Department of Inland Revenue, Sri Lanka.

11.2. The conditions of the payments are as follows.

An amount equivalent to ninety per cent (90%) of the cost will be paid after 14 days from the date of delivery and the balance ten per cent (10%) will be paid after 90 days from the date of delivery on the recommendation of the Superintendent of Currency, CBSL subject to the satisfactory performance of supplied items.

## **12. Document Requirements:**

Following information shall be furnished along with the bid:

- i. Duly completed Form of Bid (Document B)
- ii. Eligibility Report [Annex I (a), Annex I (b)]
- iii. Technical Specifications [Annex II]
- iv. Price schedule (Annex III)
- v. Duly completed Bid Guarantee (Similar to Annex IV)
- vi. A copy of the Company Registration Certificate
- vii. Documentary evidence to establish the country of origin of the offered equipment.
- viii. Manufacturer's brochures (originals) on the offered equipment indicating technical specifications (in English language).
- ix. Statement relating to after sales services (as stated in condition no.08)
- x. Statement relating to warranty period (as stated in condition no. 09) and frequency of servicing of the equipment [at least four (04) scheduled services per month per machine] during the warranty period.
- xi. Statement relating to post warranty maintenance terms (as stated in condition no. 10)
- xii. Statement relating to the availability of spare parts with the bidder for a trouble free operation of the offered equipment for a minimum of five (05) year period
- xiii. Documentary evidence to establish the relationship with their principal, in order to establish the bidder's eligibility to bid.

## **13. Selection Method:**

- i. The evaluation will be based on technical compliance and the cost.
- ii. During the evaluation of bids, the eligible bidders shall demonstrate the functioning of the offered equipment at the Head Office of the CBSL in order to verify their technical compliance. Bidders shall arrange such demonstrations at no cost to the CBSL.

- iii. The demonstrations shall include;
  - a) Counterfeit detection
  - b) Ability to detect wilfully mutilated/defaced currency notes as per the standards specified by the CBSL.
  - c) Average throughput of the machine, etc.
- iv. The CBSL reserves itself the right to accept any or reject any or all bid(s) or any part of the bid received and is not bound to accept any bid/offer merely on the basis that such is the lowest quotation. The decision of the CBSL shall be final regarding the award of the contract.

#### **14. Submission of Bids and Bid Opening:**

Submission of multiple bids by an individual bidder is allowed subject to submitting a separate set of all the documents mentioned under section 12 including a separate Form of Bid and Bid Guarantee for each bid.

Duly perfected bid documents addressed to the Secretary, Central Bank of Sri Lanka, No 30, Janadhipathi Mawatha, Colombo 01 should be;

- i. Sent via email to **procsec@cbsl.lk with a copy to sec@cbsl.lk** in the form of password-protected PDF, with the subject SUPPLY, DELIVERY, COMMISSIONING AND MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES FOR THE CENTRAL BANK OF SRI LANKA (Please refer Annex VI for the guide on submitting) not later than 1400 hrs. on 21 November 2024. The passwords of the PDF files shall be sent after 1400 hrs. and before 1430 hrs.
- ii. Bids will be opened at 1430 hrs. after the closing of the bids on 21 November 2024, virtually via MS Teams. The bidders or their authorised representatives may join when the bids are opened.

#### **15. Contact Details:**

For any further clarifications you may contact the following officer/s.

- i. Deputy Superintendent of Currency – 0112477362
- ii. Senior Assistant Secretary / Secretariat (Procurement Matters) – 0112477312

Yours faithfully,

**Sgd./ J M Ameer**  
**Secretary**  
**Central Bank of Sri Lanka**

**DOCUMENT B  
FORM OF BID**

To: Secretary  
Central Bank of Sri Lanka  
Tower 5, Level 11, Head Office Building  
No.30, Janadhipathi Mawatha  
Colombo 01.

**CALLING BIDS FOR THE SUPPLY, DELIVERY, COMMISSIONING AND  
MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES FOR  
THE CENTRAL BANK OF SRI LANKA**

Having examined the Invitation to Bid and all other requirements indicated in the bid documents,

I/We.....  
.....of.....

..... hereby offer to Supply, Delivery, Commissioning and Maintenance of Desktop Currency Note Counting Machines for the Central Bank of Sri Lanka in accordance with the conditions and specifications indicated in the bid documents, at the rates quoted in the Price Schedule (Annex III) within the specified period as per the letter of award for the total sum of Rupees

.....  
..... (Rs. ....).

If my/our Bid is accepted I/we agree to furnish a Performance Guarantee in accordance with the bid documents in a sum equivalent to ten per cent (10%) of the total Contract Price for the due performance of the contract. Such Performance Guarantee shall be in the form of a Bank Guarantee or a Bank Draft in favour of the Central Bank of Sri Lanka obtained from a licensed commercial bank operating in Sri Lanka. The Performance Guarantee shall be valid for 120 days from the date of letter of award by CBSL. I/We understand that my/our Bid together with your written acceptance thereof shall form a binding contract between us.

Dated this ..... of ..... Two Thousand and Twenty-Four.

Duly authorised to sign the bid for and on behalf of .....  
..... (Company name and address).

Name: .....

Designation: .....

Signature: ..... Official Seal: .....

.....

## ELIGIBILITY REPORT

**CALLING BIDS FOR THE SUPPLY, DELIVERY, COMMISSIONING AND  
MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES FOR  
THE CENTRAL BANK OF SRI LANKA**

- The bidder must have satisfactorily completed a minimum of two (02) projects for supplying, delivering, commissioning and maintaining of desktop currency note counting machines during the past four years ended 30 September 2024. Each project should comprise of a minimum of 05 machines.

**Name of the Company:** .....

Offered Brand			
<b>Project - 01</b>			
Name of the Client Company			
Date of completion			
Brand of machines			
Quantity			
Total Price			
Company Contact Person	Name	Designation	Telephone No.
<b>Project -02</b>			
Name of the Client Company			
Date of completion			
Brand of machines			
Quantity			
Total Price			
Company Contact Person	Name	Designation	Telephone No.

**Note:**

- The bidder may attach the necessary documentary proof for the above experiences.
- Please expand the form if more than two project details are required.

## QUALIFICATIONS

**CALLING BIDS FOR THE SUPPLY, DELIVERY, COMMISSIONING AND  
MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES FOR  
THE CENTRAL BANK OF SRI LANKA**

<b>Requirement</b>	<b>Compliance (Yes/No)</b>	<b>Remarks (if any)</b>
The bidder should be an authorised reseller for offered brand of desktop note counting machines and services in Sri Lanka. [Manufacturer's authorisation letter from the original equipment manufacturer (OEM) or from an authorised distributor of the OEM must be provided]		

**MINIMUM TECHNICAL SPECIFICATIONS**

**CALLING BIDS FOR THE SUPPLY, DELIVERY, COMMISSIONING AND  
MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES FOR  
THE CENTRAL BANK OF SRI LANKA**

<b>No.</b>	<b>Description</b>	<b>Minimum Requirements</b>	<b>Bidder's Response</b>
01.	No. of Currencies that can be processed by the supplying machines	Please specify	
<b>Processing Speed</b>			
02.	Value counting with authentication (min.)	1,200 notes per minute (NPM)	
03.	Fitness sorting with authentication (min.)	1,000 notes per minute (NPM)	
<b>Bank note dimensions accepted</b>			
04.	Width (mm)	60 – 90	
05.	Length (mm)	100 – 180	
<b>Bank note input</b>			
06.	Bank note material/types	Paper and polymer substrate	
07.	Feeding mechanism	Continuous	
08.	Feeder capacity	500 bank notes	
<b>Bank note output</b>			
09.	No. of output pockets (min.)	02 (including reject pocket)	
10.	Capacity per pocket (min.)	200 bank notes	
11.	Capacity per reject pocket (min.)	50 bank notes	
<b>Bank note authentication (100 per cent counterfeit detection required)</b>			
12.	Authenticity detection properties	Thickness	
		Infrared (IR)	
		Magnetic	
		Ultraviolet (UV)	
13.	Availability of sensors	Contact image sensors (CIS) (single, dual, colour etc.)	



		Thickness (tape)/ double detection/ serial number recognition sensor	
		Magnetic sensor	
		UV reflection sensor	
		Florescence sensor	
14.	Display	Liquid crystal display (LCD) with colour touch screen and keys	
15.	Connectivity	Ethernet	
		USB	
		RS232	
<b>Operating conditions</b>			
16.	Duty cycle	08 hours per day	
17.	Power equipment	230V, 50Hz	
18.	Operating temperature	20 °C - 30 °C	
19.	Relative humidity	40% - 80%	
20.	Noise level	Less than 70dB	
<b>Dimensions and weight</b>			
21.	Width (mm)	Please specify	
22.	Depth (mm)	Please specify	
23.	Height (mm)	Please specify	
24.	Weight (kg)	Please specify	

## PRICE SCHEDULE

**CALLING BIDS FOR THE SUPPLY, DELIVERY, COMMISSIONING AND  
MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES  
FOR THE CENTRAL BANK OF SRI LANKA**

Item Description/ Model	Quantity Offered	Unit Price (LKR)	Total Price (Rs.) (B × C)
A	B	C	D
Desktop Note Counting Machine			
Subtotal without Taxes (Rs.)			
Other Taxes (Rs.)			
VAT (Rs.)			
<b>Grand Total (Sum of Column D)</b>			

**Grand Total including taxes (in words):**

.....  
.....

**Post Warranty Maintenance Charges (after the 2<sup>nd</sup> year)**

**Option – 1**

Item Description/ Model	Year	Annual Charges (Rs.)	Subtotal without Taxes (Rs.)	Other Taxes (Rs.)	VAT (Rs.)	Grand Total (Rs.) [D+E+F]
A	B	C	D	E	F	G
Maintenance of ..... (Number) Desktop Note Counting Machines	<b>1 &amp; 2</b>	<b>Warranty</b>				
	3					
	4					
	5					

**Post Warranty Maintenance Charges (after the 2<sup>nd</sup> year)**

**Option – 2\***

Item Description/ Model	Year	Annual Charges (Rs.)	Subtotal without Taxes (Rs.)	Other Taxes (Rs.)	VAT (Rs.)	Grand Total (Rs.) [D+E+F]
A	B	C	D	E	F	G
Maintenance of ..... (Number)	<b>1 &amp; 2</b>	<b>Warranty</b>				
Desktop Note Counting Machines	3					
	4					
	5					

*\*Attach a list of manufacturer-recommended spare parts under this option with unit rates in Sri Lankan Rupees (Rs.)*

**VAT Registration No (if any):** .....

**SSCL Registration No (if any):** .....

The successful bidder shall submit a copy of the VAT Registration Certificate and the Certificate for Social Security Contribution Levy (if any).

.....  
 Authorised Officer's Name                      Designation                      Signature

.....  
 Company Seal    Date

**BID GUARANTEE**

**CALLING BIDS FOR THE SUPPLY, DELIVERY, COMMISSIONING AND  
MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES  
FOR THE CENTRAL BANK OF SRI LANKA**

Beneficiary: The Central Bank of Sri Lanka  
No: 30, Janadhipathi Mawatha  
Colombo 01.

WHEREAS <Name of the Service Provider/Joint Venture> of <Address of the Service Provider> (hereinafter referred to as “the Bidder”) has bid for the <Name of Procurement> for the Central Bank of Sri Lanka (hereinafter referred to as “the Purchaser”) of No. 30, Janadhipathi Mawatha, Colombo 01.

AND WHEREAS in terms of the invitation to the Bid, the Bidder is required to furnish to the Purchaser a Bank Draft/Bank Guarantee obtained from a licensed commercial bank operating in Sri Lanka in a sum of <Amount in Rs.....> (in words) as security for the due observance by the Bidder of the Conditions of the Procurement.

NOW THIS WRITING WITNESSETH that we <Name of the Bank which issued the Bid Guarantee> having our registered place of business at <Address of the Bank that issue the Bid Guarantee> (hereinafter referred to as “the Bank”) do hereby guarantee, undertake, bind and oblige ourselves that in the event of the Bidder,

- (a) withdrawing the Bid at any time after the opening of Bids; or
- (b) failing to execute an Agreement as stipulated in the Conditions of Procurement, and/or to furnish security for the due performance of the contract as required under the Conditions of Procurement in the event the Procurement is awarded to the Bidder,

the Bank shall and will pay to the said Purchaser a sum not exceeding the total of <Amount of the Guarantee in words> (in numerically) on demand and without cavil or argument and without the Purchaser having to prove or show grounds or reason for the demand for the sums specified therein. We hereby waive the necessity of the Purchaser demanding the said sum from the Bidder before presenting us with the said demand.

WE FURTHER AGREE that no change or addition to or other modification which may be agreed between the Purchaser and the Bidder shall in any way release us from the liability under this Guarantee and we hereby waive notice of any such change addition or modification.

THIS GUARANTEE is valid and in full effect until 06 February 2025.

Seal of the Guarantor and authorised signature

Date: .....

**PERFORMANCE GUARANTEE**

**THE SUPPLY, DELIVERY, COMMISSIONING AND MAINTENANCE OF  
DESKTOP CURRENCY NOTE COUNTING MACHINES  
FOR THE CENTRAL BANK OF SRI LANKA**

Beneficiary: The Central Bank of Sri Lanka  
No: 30, Janadhipathi Mawatha  
Colombo 01.

**WHEREAS** <Name of the Service provider> having its registered office at <Address of the Service provider> (hereinafter referred to as “the service provider”) has been awarded a contract for <Name of Bid> to the Central Bank of Sri Lanka by the letter of award dated <DD/MM/YYYY> and has entered into a contract with the said Central Bank of Sri Lanka for such purpose.

**AND WHEREAS** it is a condition of the said contract that a Bank Guarantee from a licensed commercial bank acceptable to the said the Central Bank of Sri Lanka be furnished as a security for the due performance in accordance with the conditions of procurement.

**AND WHEREAS** we have agreed to furnish such a Bank Guarantee.

**NOW THEREFORE** we <Name of the Bank which issue the Bank Guarantee> having our registered office at <Address of the Bank that issue the Bank Guarantee> hereby affirm confirm and undertake that we are responsible to the Central Bank of Sri Lanka under this Guarantee up to a total of Sri Lankan Rupees <Amount of the Guarantee in words> (in numerically) and undertake to pay you upon your first written demand signed by the <Secretary/ Relevant Department Head/ Authorised officer> of the Central Bank and without cavil or argument, any sum or sums within the limit of Sri Lanka Rupees <Amount of the Guarantee in words> (in numerically) as aforesaid without you having to prove or show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said sum from the service provider before presenting us with the demand.

We further agree that no change or addition or other modification of the terms of the contract or of the works to be performed there under or of the Bid Documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of such change addition or modification.

This Guarantee is valid and in full effect for 120 days from the date of the letter of award/acceptance.

Seal of the Guarantor and authorised signature

Date: .....

**INSTRUCTIONS FOR SUBMITTING THE BID DOCUMENTS VIA EMAIL**

**CALLING BID FOR THE SUPPLY, DELIVERY, COMMISSIONING AND  
MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES  
FOR THE CENTRAL BANK OF SRI LANKA**

1. The subject of the email should be **PROCUREMENT FOR THE SUPPLY, DELIVERY, COMMISSIONING AND MAINTENANCE OF DESKTOP CURRENCY NOTE COUNTING MACHINES FOR THE CENTRAL BANK OF SRI LANKA**
2. The maximum file size should be less than 8MB. If the bid documents exceed this size, separate emails could be sent with the relevant name of the bid followed by the version of the email (e.g.: <Name of the Procurement> 1 of 2, <Name of the Procurement> 2 of 2)
3. All PDFs should be password-protected, and the password shall be sent only after the closing of the bid and within 30 minutes of bid closure.
4. The bidders shall provide the contact details (email) of their authorised representatives in the body of the email in order for the CBSL to send the invitation to the virtual bid opening meeting.
5. The original bid guarantee shall be submitted to the Secretary of the Central Bank within seven (07) days from the closing date of the bid.

Any concerns/issues regarding the submission of the documents shall be informed before the deadline of the submission of the documents as late bids will not be accepted.