



INVITATION FOR BIDS

STATE MORTGAGE AND INVESTMENT BANK

BID REFERENCE NO : SMIB/TD/2025/11/01

SUPPLY OF DOMESTIC COURIER SERVICE FOR STATE MORTGAGE AND INVESTMENT BANK (SMIB)

Dear Sir/Madam

The Chairman of the Procurement Committee on behalf of the State Mortgage and Investment Bank (SMIB) now invites sealed bids for the supply services of domestic courier service from the reputed service providers described in detail in **Schedule 2 hereto ("Service")** for Head Office and Branches of SMIB for the year 2026/2028.

Last date & time for issuing bidding documents	: 2025/11/25
Closing date & time of the bid	: 2025/11/25 at 3.00 PM
Opening of bids date & time	: 2025/11/25 at 3.00 PM

A complete set of bidding document could be obtained from the Chief Manager (Human Resources and Logistics), 04th Floor, State Mortgage and Investment Bank, No 269, Galle Road, Colombo 3 after making payment of a non-refundable fee of LKR 2500.00.

The State Mortgage & Investment Bank reserves the right of rejecting any or all bids and the right of accepting any portion of the bid without adducing any reason.

Further information of this tender could be obtained during working hours (Monday to Friday) between 9:00 am to 3:00 pm through the following address;

The address referred to above is.

The Chairman,
Procurement Committee,
State Mortgage and Investment Bank,
No: 269, Galle Road,
Colombo 03.

.....
Chief Manager (Human Resources & Logistics)
State Mortgage and Investment Bank
Email : cmhrlog@smib.lk Tel : 011 7722879

SCHEDULE 01 - Part 01
INSTRUCTIONS TO BIDDERS

BID REFERENCE NO : _____

SUPPLY OF DOMESTIC COURIER SERVICE FOR STATE MORTGAGE AND INVESTMENT BANK (SMIB)

1. Sealed Bids are hereby invited for the above, described in **Schedule 2** of this document. Bidders shall bid for the Service scope in **Schedule 2** with the relevant conditions.
2. The following documents are annexed to this “Instruction to Bidders” must be read, signed and returned by the bidder along with this Instructions to Bidders

Instructions to Bidders	Part 01 of Schedule 01
Conditions of Bid	Part 02 of Schedule 01
Scope of Service	Schedule 02

And, the following documents should be completed signed and returned by the bidder other than specified in Schedule 02.

Form of Bid	Annexure 01
Schedule of Bidding Prices	Part 02 of Schedule 02
Bid Security	Annexure 02

3. Bidding documents should be accompanied by a Bank Guarantee for a sum of LKR 120,000.00 issued by a licensed commercial bank in format given in Annexure 02, that valid from..... to..... Cash Deposit/Bank Drafts are also acceptable in lieu of Bid Bonds. Original to be submitted along with other bidding documents.
4. All bids are to be completed according to the instructions given and shall be sent on or beforeat 3.00 PM as per the guidelines in **Annexure II of Schedule 01**. Bids received after the closing time will not be taken into consideration. Same will be returned unopened.

Chief Manager
HR & Logistics

AGREED

Name and Address of the bidder :
.....
Signature & rubber stamp of the bidder :
.....
Date :
.....

SCHEDULE 01 - Part 02

CONDITIONS OF BID

1. All bids are to be completed according to these instructions and shall be sent on or before 2025/11/25 at **3.00 PM** as per the guidelines contained herein.
2. Bids must be completed on the format sent herewith which must be duly and fully filled in and completed in all respects otherwise the Bid is liable to be rejected. No plea of insufficient information or lack of information will be entertained at any time.
3. Bids shall contain of all required documents as instructed and shall be address to the Chairman, Procurement Committee, State Mortgage & Investment Bank, 269, Galle Road, Colombo 3.
4. The bids shall be signed by the bidder or a person authorized to sign for and on behalf of the Bidder. Such authorization shall be indicated by written Power of Attorney accompanying the bid. All pages of the bid shall be initialed by the person or person (s) signing the bid. The name and the position held by each person signing must be indicated below the signature.
5. The Bid shall be valid for a minimum of 90 (ninety) days from the Tender Closing Date. Notwithstanding above, The Bank may solicit the Bidder's consent to an extension of the period of bid validity. The request and responses thereto shall be made in writing.
6. The Bidder shall bear all costs associated with the preparation and submission of its tender, and the Bank, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

BIDDERS ELIGIBILITY

7. The service provider should have least Three (03) years of experience in the supplying of domestic courier service for Bank or similar organizations which have island wide delivery points.
8. Bids will not be entertained from firms or persons who have been placed on the List of Defaulting Contractors of the Government of Sri Lanka or of the Bank, or of any statutory Government Corporation or Board.

DELIVERY OF BIDS

9. The bids should be sent in one sealed envelope stating **"BID NO:/ SUPPLY OF DOMESTIC COURIER SERVICE"** in top left hand side of the envelop, addressed to the **Chairman, Procurement Committee, State Mortgage & Investment Bank, 269, Galle Road, Colombo 3, or should be hand deliver** to the box kept in Logistics division on or before the dead line is given.
10. ids either must be deposited not later 03.00 PM, in the Box provided for the purpose, at the said office or be sent through the post under Registered Cover which must reach the Bank at that address not later than 03.00 PM on the said date. Proof of posting will not be accepted.

OPENING OF BIDS

11. Bids will be opened immediately after the bid closing time at the said office and each Bidder may, if he so desires, send one duly authorized representative to be present at the time of opening of the Bids. The Chief Manager, Logistics Dept. may at his own discretion request such representative to produce a written authority from the Bidder.
12. Bidder should be prepared to provide, Documents or other evidence details to prove ability to execute this service upon the request of the Bank.
13. Bank reserves the right of rejecting any or all bids and the right of accepting any portion of the bid without adducing any reason.

INFLUENCE

14. Any effort by a Bidder to influence the bidding and/or evaluation process by offering, receiving, agreeing to pay or cause the payment by another person of any money or anything of value for the purpose of influencing, improperly or unlawfully any act, decision or judgment of any person with regard to the decision in respect of bid evaluation or award of contract shall result in the rejection of that Bidder's bid.

AWARD OF BID

15. On a Bid or any portion thereof being accepted, the Bank shall notify the successful bidder/s in writing by the issuance of the Letter of Award (LOA) that its bid has been accepted and on which basis the Bid has been accepted.
16. Upon receipt of the LOA the Bidder shall accept such LOA in writing within seven (07) working days of receipt with concurrence that such LOA complies with the terms and conditions of the Contract or amended Contract after negotiations with the Bank. This LOA shall become effective at the date when it is signed and returned by the Bidder.
17. The duly accepted LOA will constitute the formation of a contract until the Agreement referred to above has been executed.
18. Any variation to the LOA shall be made only with mutual consent of the parties.

SPECIMEN AGREEMENT

19. The successful Bidder will be expected to enter into the Agreement with the Bank to provide the Service described in **Schedule 2** which contains the salient terms and conditions, which shall form the basis of the Agreement and shall not be amended.
20. The successful Bidder is expected to examine the said salient terms and conditions set out in the Agreement and Schedule 2 which shall be incorporated into the Agreement, and clarify any queries it may have five (05) working days before of submission of the Bid. The detailed Agreement which is to be duly executed between the parties shall be provided to the successful Bidder once the LOA has been accepted by the successful Bidder.

SCHEDULE 02 - Part 01

SERVICE SCOPE

1. ELIGIBILITY OF THE SERVICE PROVIDER

- 1.1. The service provider should have at least Three (03) years of experience in the supplying of domestic courier service for Banks or similar organizations which have island wide delivery points.
- 1.2. The service provider should have own branch network covering all island.

2. THE SERVICE REQUIREMENT

- 2.1. Domestic courier service from SMIB HQ and between its branches on working days of every week.
- 2.2. Collection of Mail bags from SMIB HQ and distribute them among branch network vice versa on all working days of week on call basis.
- 2.3. Collection of Parcel from SMIB HQ and Branches and deliver them to said location/s.

3. AREA OF COVERAGE

01) Colombo 03 (HQ)	08) Badulla	15) Rathnapura	22) Ambalantota
02) Matara	09) Galle	16) Anuradhapura	23) Vavuniya
03) Batticaloa	10) Kiribathgoda	17) Mathugama	24) Panadura
04) Hatton	11) Kandy	18) Horana	25) Ampara
05) Gampaha	12) Moneragala	19) Kaduruwela	
06) Battaramulla	13) Kurunegala	20) Matale	
07) Jaffna	14) Kegalle	21) Chilaw	

4. THE CONDITIONS OF SERVICES

- 4.1. The mail bags and parcels are to be picked and dropped at the Bank's Head Office and its Branches on all working days.
- 4.2. The service provider shall keep mail bags and parcels on bank holidays and weekends until next working day for the delivery.
- 4.3. The mail bags and parcels collected from the above said locations should be delivered to given destinations on or before 11.00AM of next working day.
- 4.4. The mail bags and parcels are to be picked by the service provider from the Bank Head office or Branches upon notification of the availability or at a time fixed by the Bank mutually agreed upon by the two concerned parties.

- 4.5. The service provider should provide truck-worthy mail bags required for general mail and should replace if any damage is happened and no payment or deposit will provide. The packing of other parcels will be done by Bank, However the service provider may provide a training for concern staff for proper packing.
- 4.6. Documentation on items (mail bags and parcels) collected and delivered should be maintained by the service provider, (waybills, etc.)
- 4.7. Invoices for services rendered should be provided by the service provider (the original copy) at the beginning of every month with the summary of packages delivered. The Bank will make payments for such completed invoices within 14 working days.
- 4.8. Insurance to mitigate against any loss or damage should be arranged by the service provider. For any loss or damage due to poor handling or delivering of the service provider should be indemnified to the Bank.
- 4.9. Maintaining of the details confidentiality under the service should be ensured by the service provider.
- 4.10. The service provider is expected to observe due care when handling the packages and should not carry or consolidate any kind of illegal items or substances.
- 4.11. The service charges should be provided according to the “Price schedule” given below.

5. PENALTY FOR NON-PERFORMANCE

- 5.1. In the event of non-performance of the service provider as expected by the Bank, a notice of shortcomings will be given to the service provider and the service provider is expected to rectify them, if fails The Bank will act as follows;
- 5.2. In the case of the Service provider’s delay of delivery, the Bank shall charge a contractual penalty LKR 2500.00 for each commenced day of the delay.

6. THE DURATION OF THE SERVICE CONTRACT

- 6.1. The duration of the service contract will be a period of three (03) years. During this period quoted prices should be remain unchanged.

7. OTHER DETAILS

- 7.1. The bid prepared by the Bidder(s) shall comprise of the following components.
 - Form of Tender as attached in Annexure 01
 - Price Bid as attached in Schedule 02

- Draft Agreement which is initialed in every page providing consent for the terms and conditions. Annexure 03
- Documents proof of service provider qualification and experience.
- Dated and certificated true copy of business registration/Form 20.
- Bid Bond.
- Details of branch network.
- Details of Key contact personal.

8. BID EVALUATION CRITERIA

Evaluation Criteria		Maximum Marks
01	Experience in relevant field (03 or up to 06 years, 05 marks), 06 to 09 years, 10 marks and 09 to 12 years or more, 15 marks.	15
02	New technology proposed by the service provider (05 marks)	05
03	Service Cost (75 marks)	75
04	Service experience with Banks or similar organizations (05 marks)	05

SCHEDULE 02 - Part 02

PRICE SCHEDULE

No	Description	Cost for 01 st Year		Cost for 02 nd Year		Cost for 03 rd Year	
		Cost without TAX (LKR)	Cost per additional 1 KG	Cost without TAX (LKR)	Cost per additional KG	Cost without TAX (LKR)	Cost per additional KG
01	Picking up and delivering of mail bag - up to 3Kgs						
02	Picking up and delivering of parcels						
03	TAXES						
04	Other						

1.1 The Bidder should strictly follow the format. If the space is inadequate, the Bidder may prepare his own appendix.

1.2 Prices and other cost data should be furnished as per above format and Bid will be rejected if the Bidder offer more than one offer.

1.3 Bid will be rejected if the Bidder submit conditional offer.

1.4 Offer will be rejected if alterations are not authenticated by full signature.

1.5 No payment whatsoever will be made in advance before execution of the order.

1.6 VAT Registration No.....

Annexure 01

(To be printed in bidders letter head)

FORM OF BID - State Mortgage and Investment bank

BID FOR :
BID NO. :
BID FORMS ISSUED TO :
INITIAL :
DATE :

Dear Sir,

1. I/we the undersigned having read the Instructions to Bidders and attached Schedules and annexures do hereby undertake to supply the service described therein, in accordance with the general and other specifications appearing in Schedule 02 and subject to the conditions set-out and to the entire satisfaction of the State Mortgage and Investment Bank.
2. I/we have fully acquainted myself/ourselves with all the said terms and conditions.
3. I/we confirm that this offer shall be opened for acceptance for three (3) calendar months from the date of opening of the Bid, and that the same shall not be withdrawn or revoked prior to that date.
4. I/we understand that you are not bound to accept the lowest or any Bid you may receive.
5. My/Our address for the purpose of this Bid and for any order if placed with me/us is.

Name & Address of Bidder

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

.....
Signature of the Bidder

Date

Tel. No.

Fax No.

Annexure 02

BID SECURITY GUARANTEE

----- [Insert issuing agency's name, and address of issuing branch or office] -----
Beneficiary: State Mortgage & Investment Bank, 269, Galle Road, Colombo 03.

Date : ----- [insert (by issuing agency) date]
BID GUARANTEE No : ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Bidder; if a joint Venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the "SUPPLY OF DOMESTIC COURIER SERVICE FOR STATE MORTGAGE AND INVESTMENT BANK (SMIB)" under this Invitation for Bid.

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

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

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

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

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

[Signature of authorized represent

Annexure 03

DRAFT AGREEMENT

AGREEMENT

This Agreement is made and entered into at Colombo in the Democratic Socialist Republic Of Sri Lanka On this day of in the year TWO THOUSAND AND TWENTY FIVE (2025) by and between the State Mortgage and Investment Bank duly incorporated by the State Mortgage and Investment Bank Law No. 13 of 1975 as amended and having its Head Office or principal place of business at No. 269, Galle Road, Colombo 03 in the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred to as "the Bank" which term or expression as herein used shall where the context so requires or admits mean and include the said State Mortgage and Investment Bank its successors and assigns) of ONE PART and,

..... a Company duly incorporated in the said Republic of Sri Lanka under the Company Laws of Sri Lanka bearing Reg. No..... and having its Registered Office and principal place of business at No..... in the said Republic of Sri Lanka (hereinafter sometimes called and referred to as "the service provider" which term or expression as herein used shall where the context so requires or admits mean and include the said its successors and assigns) of the OTHER PART.

WHEREAS the Bank is desirous of utilizing the services of the service provider as a Professional Courier for the delivery of the Bank's Mail bags/ Parcels excluding cash, jewellery or any other illegal materials to its head office or branches as indicated by the said Bank.

AND WHEREAS the service provider has agreed with the Bank to act as a Courier for the purpose of collecting and delivering the Bank's Mail bags/ Parcels excluding cash, jewellery or any other illegal materials as directed by the Bank on the terms, conditions and stipulations hereinafter mentioned.

NOW THIS AGREEMENT WITNESSETH

1. The Bank shall utilize the services of the service provider as per the Quotation/Bid No. dated Submitted by the service provider which shall be treated as a part and parcel of this Agreement for the delivery and collection of the Bank's Mail bags/Parcels to its head office and branches upon notification of the availability or on every working day at a time fixed by parties on mutual agreement.
2. The service provider should provide truck-worthy mail bags for general mail and replace the damaged bags on his own cost. The service provider should share the know-how with regard to the proper packing of the parcels with the bank's relevant staff if the need arises.

3. The Bank shall give a list indicating the contents of the mail bags/ parcels with the recipients name and branch when handing over the Mail bags/ Parcels to the service provider and the service provider is responsible for the proper delivery of same on or before the a.m. on the following working day (hereinafter sometimes referred to as the agreed time) of the bank.
3. In the event of any reasonable or justifiable reason whatsoever the service provider is unable to deliver such Mail bags/ Parcels on the agreed time he shall forthwith inform the Bank and request further time to deliver and accordingly hold the said Mail bags/ Parcels in safe custody for a further period given by the bank upon such request.
4. During the bank holidays and week ends the service provider should keep all such Mail bags/ Parcels collected by service provider with reasonable care in his safe custody and should deliver them on the following working day.
5. The Service provider's responsibility shall be fully discharged and terminated upon the delivery of such Mail bags/ Parcels to the indicated recipient on the agreed time and on receipt of duly signed and stamped acknowledgement from the officers either in Head Office or branches appointed by the bank to receive courier documents (hereinafter sometimes referred to as "authorized representative").
7. In the event of any Mail bags/ Parcels not being delivered by the service provider in accordance with the provisions of this Agreement or in case of any loss or shortfall or default of the service provider, the Bank shall forthwith notify the service provider and he shall immediately do all possible investigations and recover the package misplaced/lost. If any loss or damage causes to the bank by the service providers' failure to deliver Mail bags/ Parcels on agreed time or misplaces any document/ parcel the bank is entitle to recover such loss from the payments due to be paid to the service provider after informing him in writing and granting working days to give reasons why the quoted amount should be either reduced or should not be deducted from him. However the bank is the final decision maker, in case parties could not arrive at an amicable amount.
8. The Bank and service provider shall at the commencement of this Agreement and from time to time meet and discuss suitable measures in connection with the collection and delivery of all such Mail bags/Parcels. However only the decisions taken at the discussions may make a part of this agreement only if signed by both parties.
9. This Agreement shall initially be in force for a period of three (03) years from the date stated at the beginning hereof *and can be extended for a further period of years on the mutual agreement of both parties on the new terms agreed.*
10. All notices to be given by either party to the other hereunder shall be given in writing at the addresses above specified or to such other address as may be notified by either to the other in writing.

11. LIABILITY OF SERVICE PROVIDER FOR DOCUMENTS/PARCELS

- 11.1 The Service provider's responsibility for Mail bags/ Parcels shall commence only upon signing of the relevant receipt at the relevant point of collection. The Service provider's responsibility for Mail bags/ Parcels be discharged and terminated upon the delivery with due care of the Mail bags/ Parcels to the relevant point of delivery within the agreed time and upon receipt of the relevant acknowledgement of receipt duly signed /stamped by the recipient or his authorized representative certifying that the Mail bags/ Parcels referred to therein have been received with the seals thereon intact and untampered with and in a satisfactory condition, except for the parcels which contain items which can be internally damage due to improper handling. For such items the bank is in liberty to raise a claim for damages within a reasonable time for the damages caused due to improper handling.
- 11.2 If the service provider intentionally or by a lapse or due to whatever the reason fails to deliver mail bags / parcels the very following working day, he is liable to pay Rupees Two Thousand Five Hundred (Rs. 2,500/-) to the bank for each delayed date and the bank is entitled to deduct it from the payments due to the service provider.
- 11.3 The service provider shall be liable for any loss of materials if the seals of the Mail bags/ Parcels are tampered and/ or damaged in transit and is liable to pay the damages to the bank.

12. METHOD OF PAYMENTS

- 12.1 The payment terms applicable for the services shall be as per the proposal / quotation attached to this Agreement which is to be treated as a part and parcel of this agreement and parties agree that the quoted sum is exclusive of VAT / NBT and any other Government taxes and that the quoted price should be remained unchanged during the contractual period of three (3) years.
- 12.2 All bills or invoices for services rendered in any month shall be forwarded to the bank before the day of the following month by the service provider and which shall be paid by the bank to the . registered office of service provider aforesaid within 14 working days of submission of such invoices. Provided however that the Bank shall not held responsible in respect of any delay due to discrepancy or mistakes in the invoice submitted by service provider. The payment date in such event should be calculated based on the day corrected invoice is submitted.

13. FORCE MAJEURE

Neither party shall be liable for delay or nonperformance of its obligations as set out in this agreement due to Force Majeure which shall include floods, fire, civil commotions, riots, government regulations legislative requirements or any other act of god which prevent the party so affected by the force majeure from its duties. In the event of either party being prevented or delayed from carrying out its obligations hereunder due to force majeure the party so affected shall immediately notify the other party of the commencement of such event of force majeure and the termination of such force majeure. In the event of force majeure results in this Agreement being frustrated by the performance of obligations hereunder being rendered

impossible or by such event of force majeure prolongs the party not affected by the event of force majeure may with written notice to the party affected terminate the Agreement.

14. TERMINATION

- 14.1 Either party may terminate this Agreement by giving months' notice to the other party at any time. Parties can terminate this agreement on mutual consent.
- 14.2 Either party may terminate this Agreement in the event of break of any term or condition by the other party. In such event the party affected by the break shall notify the other party of the break of such condition. In the event no steps are taken to remedy or rectify by the party in break within a period of Days from the date of such notice the party affected by such break may terminate this Agreement without further notice.
- 14.3 The Bank may terminate this Agreement With immediate effect on following circumstances.
- (a) When the service provider fails to fulfil its obligations to the satisfaction of the Bank.
 - (b) Where service provider or its staff or any member authorized on behalf of service provider causes any loss or damage to Bank's property or its reputation.

15. DISPUTE RESOLUTION

- 15.1 In the event of any disagreement dispute or difference between the parties with regard to or breaching any terms and conditions herein or in any manner related to or connected to any right liability or obligation hereunder shall be resolved by the parties amicably.
- 15.2 Where the parties are unable to arrive at an amicable settlement the matter shall be resolved in terms of governing laws of Sri Lanka

IN WITNESS WHEREOF the parties hereby have set their respective seals and signatures to these presents and one other on the date and place herein before stated.