



**SRI LANKA NAVY TENDER INVITATION**  
**DIRECTOR GENERAL LOGISTICS**  
**NAVAL HEADQUARTERS**  
**PO BOX 593, COLOMBO 01**

**TELEPHONE } 0117192385/0117192386**

**DATE } 07/11/2025**

M/S : ..... File No : **NHO/SOR/LR/RFO/2025/0327**

**CALLING OF BIDS FOR**  
**RE STITCHING AND CUSHIONING OF SOFA**

**ONLY THE  
PAYMENT TERM  
"CREDIT" WILL  
BE ACCEPTED**

01. Bids are invited for RE STITCHING AND CUSHIONING OF SOFA.
02. The tender should be sent in duplicate in favor of Chairmen, Tender Board, Sri Lanka Navy, Naval Headquarters, Colombo under a sealed and registered cover or deposited in the tender box kept at the entrance to Naval Headquarters Colombo - 01.
03. The envelope containing the tender should be marked tender for the **RE STITCHING AND CUSHIONING OF SOFA** Reference No **NHQ/SOR/LR/RFO/2025/0327** and opening date **18/11/2025** at the top left hand corner" of the envelop and should reach not **later than 1400 hrs, on 18/11/2025** which will be the tender opening date and time. Tenders will be rejected in case of failure to indicate these details. Further late bids will also be rejected.
04. Please note that all prices should be quoted in Sri Lanka Rupees and to be indicated in words. Further it is mandatorily to indicate separately for credit facility and outright cash.
05. Credit facility should be extended for a minimum period of 60 days.
06. Advance payment will not be made even if the tender is accepted by the Department Procurement Committee without a valid bank guarantee issued by a reputed bank in Sri Lanka and acceptable to the Sri Lanka Navy.
07. The following details are also to be indicated in the bid as applicable ;
  - a. Make, Model and Country of Origin.
  - b. Manufacturer's name and address.
  - c. Year of manufacture (If applicable).
  - d. Warranty period.
  - e. Job duration/Delivery period and other conditions of delivery.
  - f. Availability of spares, repair facilities
  - g. Availability of training facilities.
  - h. Whether the Bidder is the sole agent to represent the manufacturer in Sri Lanka.
  - i. Discounts and other chargers if any.
  - j. The bid should be valid till 17<sup>th</sup> day of March Two Thousand Twenty Six
  - k. Any other relevant details if any.
08. On demand unconditional and irrevocable Bid Bond valued to Rupees ..... (LKR ..... ) issued by a Commercial Bank as specified below need to be submitted by bidders along with the bid. Further the bid bond shall be valid till ..... And specimen format for Bid security Guarantee (Procurement Manual - Annexure V of Chapter 05) to be obtain from [www.tender.navy.lk](http://www.tender.navy.lk).

- (a) A local commercial bank approved by the Central Bank of Sri Lanka, which is operating in Sri Lanka.
- (b) A foreign commercial bank operating in Sri Lanka, which is approved by the Central Bank of Sri Lanka.
- (c) A foreign bank operating outside of Sri Lanka, provided that the relevant Bank Guarantee is confirmed by a local or foreign bank operating in Sri Lanka, which is approved by the Central Bank.

09. Performance Security in five percent (05%) of the contract value issued by a Commercial Bank as specified below is required to be submitted in the form of an irrevocable payable on demand and unconditional Bank Guarantee by the successful bidder as per the format given in the Procurement Manual (Annexure IX of Chapter 05), if the contract value exceeds Rs. 5,000,000/= (Excluding VAT). Validity of same should be Twenty Eight (28) days beyond the intended completion date of the contract.

- (a) A Commercial Bank operating in Sri Lanka Approved by the Central Bank of Sri Lanka.
- (b) A bank based in another country, backed by a Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka.

10. Depending on the nature of the job 5% from the contract sum will be retained as retention money until completion of one year of maintenance period where applicable.

11. If the total value of the contract is over Rupees Five Hundred Thousand, (Rs.500,000.00) (Excluding VAT) the successful bidder shall sign an agreement with SLN.

12. If the supplier fails to complete the work/service within the stipulated time period, liquidated damages/ delay damages will be charged at the rate 0.05% of the contract value per day up to a maximum 10% of the contract value.

13. If the bidders are registered for VAT, they should indicate the amount of VAT claimed separately in the bid documents, in addition to the net value of the bid, along with the VAT registration number. Declaration of VAT registration number is a mandatory requirement for determination of bids. Any of the bidders who claim VAT and do not declare VAT registration number will be liable for rejection of their bid.

14. If any bidder is not registered for the VAT, such bidder should indicate the net value of the bid. Under this category, bidders should obtain a letter from the Commissioner of Inland Revenue Department certifying that the company has not been registered for VAT and it should be attached to the bid .

15. If any other government taxes /levys are applicable, those are to be indicated separately.

16. Items are to be delivered at the Transit Stores, SLNS “Mahasen”, Welisara, Ragama along with a copy of the purchase order and the relevant invoice within the specified period. If SLN collect items from bidder’s premises with the consent of the bidder, SLN approved transport charges will be deducted from the final bill. Please note that it is 100% bidder’s responsibility to deliver the items within the delivery period.

17. Representatives are allowed to be presented during the tender opening.

18. The Chairmen, Tender Board, Sri Lanka Navy reserves the right to reject the tender or all tenders and the right of accepting part of a tender without any question / reason of.

19. Bidders to note that alternative bids will not be accepted by the Sri Lanka Navy.
20. Any undue influence, offering of bribe or any other corrupt practices will result disqualification/ rejection of the offer in addition to normal disciplinary action.
21. With regard to bidders who fail to confirm in writing the acceptance of conditions given in the bid invitation when submitting their bids, it will be construed that the bidder agreed to such conditions in the event of such bidders being awarded such bid.
22. Further details if required, could be obtained from undersigned over the Telephone No's: **0117192385/0117192386**

**Yours faithfully,**



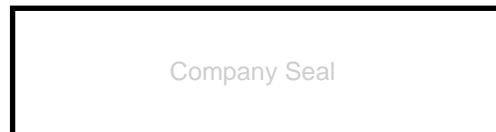
**DKP RATHNAWEERA**  
**Lieutenant Commander (S)**  
**Staff Officer (Repair)**  
**For Commander of the Navy**

Dear Sir,

I/ We agree to abide by the conditions of tender specified above except as noted in our proposal dated .....which shall of part of and regulation contact here under.

**Signature .....**

**Date .....**



- a. CONTACT PERSON** - .....
- b. CONTACT TEL NO** - .....
- c. CONTACT FAX NO** - .....
- d. CONTACT E-MAIL** - .....

## ANNEX "A"

NHQ/SOR/LR/RFO/2025/0327

S/N	Description	UOM	QTY	Unit Price	TOTAL	
					Rs	Cts
1	Re stitching and cushioning of sofa (As per specification attached )					
APPLICABLE ONLY	DISCOUNT	=				
	VAT 18 %	=				
TOTAL TENDER VALUE				=		

## (A) OTHER DETAILS

- (i) DELIVERY PERIOD - .....
- (ii) MAKE & MODEL - .....
- (iii) VALIDITY PERIOD - .....
- (iv) WARRANTY PERIOD - .....
- (v) PAYMENT TERMS - CREDIT
- (vi) COUNTRY OF ORIGIN - .....
- (vii) DISCOUNT IF ANY - .....
- (viii) ANY OTHER TAXES - .....

## (B) VAT DETAILS

- VAT REGISTRATION NO / EXEMPTION LETTER ISSUED BY DEPARTEMENT OF INLAND REVENUE TO BE ATTACHED

## (C) PLACE OF DELIVERY

- ITEMS TO BE DELIVERED TO THE "TRANSIT STORES" SLNS 'MAHASSEN', WELISARA, RAGAMA ALONG WITH THE COPY OF ORDER AND RELEVANT INVOICE.

(D) Any queries/ information with regard to this procurement/tender could be obtained from logistic management cell, established at Naval Headquarters through e-mail [repairinquiries@navy.lk/ssorepair@gmail.com](mailto:repairinquiries@navy.lk/ssorepair@gmail.com) and by telephone number 0117192391-3 during

**NOTE: UNIT PRICE AND TOTAL PRICE ARE TO BE INDICATED CLEARLY IN THE TENDER, IF NOT QUOTATION WILL BE REJECTED.**

SUPPLIER NAME - .....

ADDRESS - .....

Company Seal

## (E) Bid Reference :NHQ/SOR/LR/RFO/2025/0327

DATE

**BILL OF QUANTITIES FOR RE STITCHING & RE CUSHIONING OF SINGLE SEATER SOFA FOR  
NW OFFICE AT NHQ**

Sr No	Description	Unit	Qty	Rate	Amount
	The Bidder is advised to examine visit/inspect the site and surrounding conditions for employment of labour, using of plant/equipment, execution of work etc. All necessary information can be obtained from Staff Civil Engineering Officer I, Naval Head Quarters, Colombo 01. The cost of such visits shall be borne by the Bidder.	Note			
	a. All measurement should be obtained at site properly prior to quote all the work.	Note			
	b. The bidder shall quote the most suitable material for re stitching of sofa fabric & re cushioning of sofa.	Note			
	c. Sample of sofa fabric & cushion materials should be submitted along with the bid.	Note			
	d. Prior proceeding all the work, approval should be obtained from Engineer.	Note			
	e. Payments to be made on lum sum basis and credit.	Note			
	<b><u>Rate shall include to:</u></b>				
	a. Transporting of materials, removing the existing fabric and re cushioning and re stitching of fabric.	Note			
	<b><u>Mandatory requirements</u></b>				
	a. The bidder shall submit the following details along with the bid.	Note			
	<ul style="list-style-type: none"> <li>- Types of material/ product.</li> <li>- Warranty period &amp; warranty condition.</li> <li>- Name of material/ product.</li> <li>- Country of origin.</li> <li>- Any other remarks.</li> <li>- VAT registration number :</li> </ul>				
	<b><u>CONDITION OF CONTRACT</u></b>				
	a. <b>Project duration</b> - 14 Calendar days from the date of award of the contract.	Note			
	b. <b>Location</b> - Naval Head Quarters, Colombo 01.	Note			
	<b><u>A - RESTITCHING &amp; CUSHIONING OF SOFA</u></b>				
	Restitching sofa fabric and re cushioning of sofa size 26" x 24"x 32". The texture, design & colour should be match with existing sofa. (BLUE colour)	Nos.	9.0		
	<b>SUB TOTAL CARRIED TO SUMMERY</b>				-

## SUMMARY

### **A - RESTITCHING & CUSHIONING OF SOFA**

#### **Sub Total - I**

Less Discount (If any)

a. On all rates (..... % )

b. Selected rate (..... % )

#### **Sub Total - II**

Add 10 % Contingencies

Total Carried to from of Bidder

Total in words.....

Add 18% for VAT (If applicable)

Total with VAT

Total in words (With VAT) .....

VAT Registration number.....

Date.....

.....  
Signature of bidder

.....  
Name and address

Company seal

Witness,

1 Signature

Name and address.....

2 Signature .....

Name and address.....

.....  
Prepared by

.....  
Checked by

.....  
Approved by

**HMYM HERATH**  
Lieutenant Commander (CE), NRC 3837  
Civil Engineering Officer  
Sri Lanka Navy



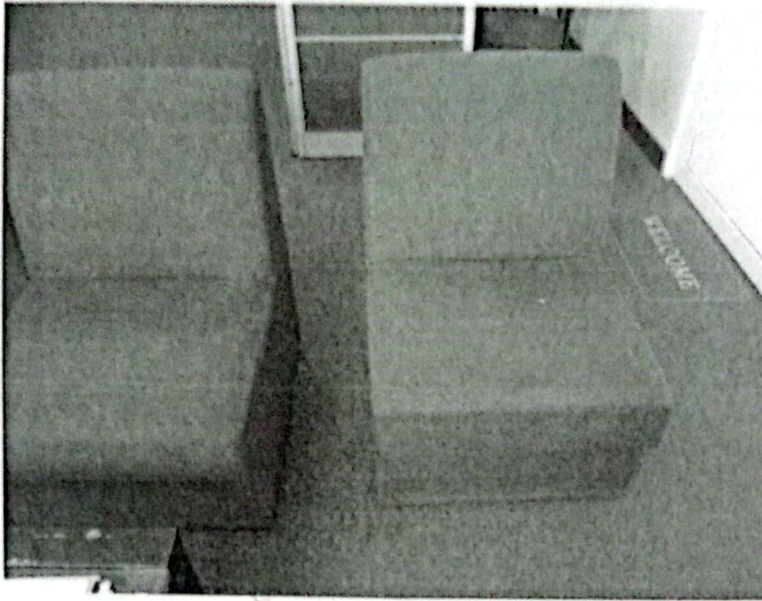
**FOLLOWING TO BE INCLUDED IN TENDER INVITATION**

Liquidated Damages shall be Rs. 0.7% $\times$ Contract price per calendar day subject to maximum of 10% of contract sum

Retention shall be 10% of the value of work executed, subject to maximum 5% of contract sum and retain till expiry of maintenance period.

Period of Maintenance shall be **12 months**

Project Duration - **14 Working Days.**



09 Nos

*[Handwritten signature]*

**HMYM HERATH**  
Lieutenant Commander (CE), NRC 3837  
Civil Engineering Officer  
Sri Lanka Navy