CALL FOR BIDS TO SELECT SUPPLIERS FOR PRINTING AND DELIVERY OF ANNUAL COMPLIMENTARY ITEMS – FOR YEAR 2027

Number	Company Name	Bid Reference No	None refundable Tender Fee Rs.	Bid Bond Value Rs.
1	SLIC Life Limited	SLICL/MKT/022/2026 Diary Package	6200/=	300,000/=
		SLICL/MKT/023/2026 Calendar Package	4200/=	280,000/=

01. The bidder must be capable of in-house printing and supplying/delivery of Diaries and Calendars at a very high standard and be a registered business suppler to the Government of Sri Lanka.

02. Bidding documents will be issued on submission of a letter of request on a business letterhead and payment of a None Refundable tender fee as stipulated above. Bidding documents can be inspected free of charge.

03. Bidding documents can be obtained on any working day from 17/08/2026 to 31/08/2026 between 9.00 a.m to 4.00 p.m from the Procurement Department, 6th Floor, Sri Lanka Insurance Corporation Life Ltd, Head office.

04. The bidder should submit bid bonds for all bids separately and each bid which is irrevocable unconditional and en-cashable on demand with a validity period up to 29th December 2026.

05. Details of Items and quantities for **SLIC Life**

Bid Reference	Job No.	Item Description	Quantity Requirement
SLICL/MKT/022/2026 Diary Package	Job 01	Management Diary	23,682
	Job 02	Slim Diary	42,841
SLICL/MKT/023/2026 Calendar Package	Job 01	Desk Calendar	19,990
	Job 02	Wall Calendar	94,086

06. The bidder should have not being black listed by any institution.

07. Bidder should send quotations for all items under respective package (I.e. Calendar Package – Desk Calendar and Wall Calendar), All specified material samples must be clearly labeled (filed in a ring box file) and submitted in a separate envelope.

08. The bidder should be equipped with in house printing capacity and should be able to deliver within the stipulated time period as per biding documents. Subcontracting would not be allowed under any circumstances.

09. The Bidder should have an annual turnover in excess of Rs.40 Million, availability of two or more four color printing machines, a labor force of 25 or more and a fleet of 02 or more Lorries. (Documentary proof of turnover, machinery, labor force and transport capacity should be furnished by bidder along with the bid)

10. The sealed bids should be handed over to the Procurement Department on or before 01st September 2026 1.00 p.m. at 6th Floor, Sri Lanka Insurance Corporation Life LTD Head Office located at No. 21, Vauxhall Street, Colombo 02. Bids will be opened soon after closing in the presence of the bidder's authorized representatives who choose to attend. Late bids will be returned unopened.

11. Selected supplier should provide a Performance Bond on demand unconditional and irrevocable to the value of 10% of the total contract sum, with validity over 90 days should be provided within two weeks of the confirmed order.

12. A Pre bid meeting will be conducted at 12.00 hrs. on 21st August 2026 at 6th Floor, Procurement Department, Sri Lanka Insurance Corporation Life Ltd Head Office located at No.21, Vauxhall Street, Colombo 02.

13. Failure to comply with above terms will be treated as a disqualification and the final decision with respect to selection of the supplier will be with Sri Lanka Insurance Corporation Life Ltd.

Chairman - Procurement Committee
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