



Department of Posts
Invitation for Bids (IFB)
Supplying, Installation and Commissioning of 04 Nos. of Stamp Cancelling Machines

1. The Chairman Department Procurement Committee on behalf of the Department of Posts now invites sealed bids from eligible and qualified bidders for Supplying, Installation and Commissioning of 04 Nos. of Stamp Cancelling Machines.
2. Bidding will be conducted through National Competitive Bidding.
3. **Bidders must fully comply with the following eligibility criteria to be considered for this procurement,**
 - a. Bidder shall have minimum of five (05) years of experience in Supply, Installation and commissioning of Stamp Cancelling Machines or Related Machines.
 - b. The bidder shall have supplied at least 02 Stamp Cancelling Machines or 02 Related Machines under a single transaction within the last 05 years.
 - c. The bidder's minimum average annual turnover from the supply of stamp cancelling machines or related machines shall be LKR 24 million or more during the last five (05) years.
 - d. The bidder shall not be blacklisted by any government or semi-government organization within the past ten (10) years.
 - e. The bidder must be a legally registered business entity in Sri Lanka
4. A complete set of bidding documents in English Language may be purchased by interested bidders on the submission of a written application by Bidder himself or by bidders' representatives to the address below and upon payment of non-refundable fee of **LKR 3,500.00** for bidding documents to the Postmaster General up to 14.00 hour on **08th September 2026**.
5. All Bids must be delivered to the address below at on or before 14.00 hour on **09th September 2026**. Late bids will be rejected. Bids will be opened in the Presence of the bidders or their representatives who choose to attend at the address below immediately after the closing time.
6. Pre-bid meeting in this regard will be held on **24th August 2026 at 12.00 p.m.** hour at 3rd floor Conference Room, Postal headquarters, Department of posts, no.310, D.R. Wijewardhana Mw, Colombo-10.
7. Bids shall be valid up to **77 calendar days** from the date closing of the bid. (**valid till 24th November 2026**)
8. All bids shall be accompanied by a **Bid Security** issued by a Bank Operating in Sri Lanka (on demand unconditional) **LKR 160,000.00** and it should be valid up to **22nd December 2026** and drawn in favor of **"Postmaster General, Department of Post"** and otherwise bid shall be rejected.
9. Interested eligible bidders may obtain further information from Accountant (Procurement) from Telephone 011- 4927249 on working days between 09.00 hours to 15.00 hour and inspect the Bidding Documents at the address given below.

Accountant (Procurement)

Postal Head Quarters, 6th Floor,

No. 310, D.R. Wijewardena Mawatha, Colombo 10.

10. The chairman of Department procurement committee reserves the right to rejecting any or all bids and the right of accepting any portion of a bid without adducing any reasons.

The Chairman,

Department Procurement Committee,

Department of Posts,

No.310, D.R.Wijewardana Mawatha,

Colombo 10.

19.08.2026