



**STATE MORTGAGE & INVESTMENT BANK**  
**LOGISTICS DIVISION**

**INVITATION OF QUOTATIONS**

**Name of the Procurement** : Annual Maintenance Contract for Servicing & Maintenance of Fire Alarming System & It's Components (Head office & Branches -24)  
**Tender No** : SMIB/TD/2026/01/01  
**Closing Date & Time** : 2026/01/21 at 3.00 PM

**SECTION 1**

The State Mortgage & Investment Bank invites you to submit a quotation for the Annual Maintenance Contract for Servicing & Maintenance of Fire Alarming System & It's Components as further described in section II & III of this document.

Upon the receipt of this invitation, you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Bank may not consider you for inviting quotations in future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.

**INSTRUCTIONS TO BIDDERS**

- A. Quotations should be addressed to Chief Manager - Logistics & HR, State Mortgage & Investment Bank, 269, Galle Road, Colombo 3.
- B. The quotation calling will close at **2026/01/21 at 3.00 PM** any bid received after the closing time will not be taken into the consideration
- C. Prices should be furnished strictly following the format given in section III and should include all costs that associate to complete the work given herein in industry accepted professional manner. Additional costs offered after the awarding of the order shall be not accepted to perform work scope given.
- D. Quotation shall be rejected;
  - a. If the Bidder offer more than one offer.
  - b. If submit conditional offer.
  - c. If alterations are not authenticated by full signature.
- E. No payment whatsoever will be made in advance before execution of the order.
- F. Quotation should be valid for 49 days from the closing date.
- G. Duly completed quotations should be sent in a sealed envelope stating the quotation request number in top left hand, addressed to the Chief Manager - Logistics & HR, 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.

- H. Quotations will be opened immediately after the closing time at the same venue. The supplier or their authorized representative can be presented at the time of opening of the Bids.
- I. The Bank will notify the successful bidder, in writing that its quotation has been accepted. Within 7 days from such notice bidder shall submit the acceptance.
- J. 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.

The vendor shall furnish a Bid Security cashable unconditionally on demand along with the quotation for a sum of LKR 15,000.00 from a licensed commercial bank valid for a period of 28 days starting from the closing date indicated. The Bid Guarantee shall conform to the Form appearing in Annexure 01. Cash Deposits/Bank Drafts are also accepted in lieu of Bid Guarantees. Personal Cheques drawn by the bidder WILL NOT BE ACCEPTED

Date:-.....

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Chief Manager – HR & Logistics

## SECTION II

### **Maintenance Scope**

The maintenance contract will cover:

- Fire Alarm Control Panels (FACP)
- Smoke, Heat, Detectors
- Manual Call Points (Break Glass Units)
- Alarm Sounders
- Battery Backup & Power Supply Units
- Fire Alarm Cabling & Connections

### **Preventive Maintenance Schedule**

#### **Monthly Maintenance (Basic Checks)**

##### **Visual Inspection:**

- Check fire alarm panels for fault indicators, loose connections, or dust accumulation.
- Verify all detectors, call points, and sounders are unobstructed.

##### **Functional Testing:**

- Test at least one detector per zone to ensure proper response.
- Check manual call points by activating at least one per floor.
- Confirm alarm sounders and strobe lights activate as expected.

##### **Power Supply Checks:**

- Verify mains power and battery backup voltage levels.
- Ensure power supply units are free from corrosion or damage.

##### **Event Log Review:**

- Check the system log for any recent fire alarm activations or faults.

### **Quarterly Maintenance (In-Depth Inspection)**

#### **All Monthly Checks Plus:**

- Test 25% of the detectors in the system (ensuring all are tested annually).
- Conduct full fire alarm evacuation drill in at least one branch.
- Inspect wiring connections for signs of wear or damage.
- Clean smoke & heat detectors using manufacturer-approved methods.
- Check GSM module connectivity (if applicable).

## **Bi-Annual Maintenance (Performance Testing)**

### **All Quarterly Checks Plus:**

- Test all detectors, call points, and sounders in the system.
- Conduct a simulated fire scenario to ensure real-time system response.
- Inspect and clean fire alarm panels (dust buildup can cause malfunctions).
- Replace weak backup batteries to prevent system failures.

## **Annual Maintenance (Comprehensive Servicing & Certification)**

### **All Bi-Annual Checks Plus:**

- Full System Inspection & Calibration – Recalibrate all detectors.
- Fire Alarm Panel Software Update – Update firmware if required.
- Full System Functional Testing – Confirm entire networked system operation.
- End-to-End Wiring Inspection – Check for insulation wear, corrosion, or damage.
- Training & Fire Drill Coordination – Train key bank staff on fire alarm operation.
- Documentation & Certification – Issue a compliance certificate stating that the system meets fire safety standards for the year.

## **Emergency & Corrective Maintenance**

### **24/7 Emergency Support:**

- The service provider must provide a dedicated helpline for reporting fire alarm issues, with a guaranteed response within 4 hour.

### **Fault Diagnosis & Repair:**

- Minor faults (e.g., loose connections, faulty sensors) must be fixed within 24 hours.
- Major faults (e.g., fire panel failure) must be resolved within 48 hours, with a temporary backup system if needed.

### **Spare Parts Availability:**

- The contractor must maintain a stock of spare parts, including smoke detectors, batteries, sounders, and control modules.

### **Software & Log Review:**

- All maintenance activities and fault repairs must be logged and stored for compliance verification.

## **Compliance & Documentation**

### **Maintenance Records:**

- Each visit must be recorded with details of inspections, test results, faults, and corrective actions.

### **Annual Fire Certificate:**

- The service provider must issue a fire alarm compliance certificate after the annual servicing.

## **Service Provider Requirements**

- Certified Fire Safety Professionals: All maintenance personnel must be qualified and trained in fire alarm systems.
- Use of OEM Parts: Only manufacturer-approved components should be used for replacements.
- Contract Duration: The maintenance contract should be for 3-5 years, with performance evaluations every year.

## SECTION III

## **Price Schedule**

### **Maintenance Agreement**

No	Description	Amount	Taxes	Total
	Annual maintenance contract fee of fire Alarming system SMIB Head office and Branches			

## **Rough Spare Parts for 2025**

No	Description	Total
1	Fire Alarming Panel – Head Office (Addressable)	
2	Fire Alarming Panel – Head Office (Non Addressable)	
3	Power supply unit 5A	
4	Battery Bank (2Ah / 12V Battery)	
5	Somk detector (Addressable)	
6	Somk detector (Non Addressable)	

7	Manual Call Point (Addressable)	
8	Manual Call Point (Non Addressable)	
9	Auto Dialer Unit	
10	Sounder Unit	
11	Fire Alarm Bell	

#### **Schedule of Requirement**

No	Description	No of	
1	Annual Service & Maintenance of fire Alarming system branches – Non Addressable)	24	
2	Annual Service & Maintenance of fire Alarming system Head Office - Addressable)	01	

#### SECTION IV

#### **CONDITIONS OF SUPPLY**

- A. Quotations should be submitted according to the details are given above, Options should be presented separately.
- B. All items should be in high quality. Each item should be individually packed in a suitable manner.
- C. Suppliers are requested to submit clear and color images of the items with the quotation, and should able to show physical samples for the Inspection, if requested by the Bank
- D. The supply should be furnished all in respect to the full satisfaction of the Bank. Products with defects, errors, color fades etc. will not be accepted by the Bank.
- E. Time required to complete order should be mentioned on the quotation.
- F. Prefer if the supplier provides a special **price that is valid for one year of time to avoid price fluctuations when re-ordering within the year.**
- G. Prices shall include delivery costs to the SMIB head office in Colombo 03.
- H. Following documents should be submitted along with the quotation.
  - a. Certificate of Incorporation / Business Registration.
  - b. Copy of VAT Registration.

- c. Details of the Company Profile.
- d. Details of past experience in supply such products, list of organizations.
- e. Details of own resources in handling the above requirements.

## **BIDDER'S DECLARATION**

I/we the undersigned having read the Instructions to Bidders and work conditions do hereby undertake to supply the products described therein, to the entire satisfaction of the Bank.

My/Our address for the purpose of this Bid and for any order if placed with me/us is;

Contact Person : - -----  
Contact Number : - -----  
Email address : - -----  
Date : - -----

Signature and rubber stamp

## Annexure 01

### BID GUARANTEE / BID SECURITY

----- [Insert issuing agency's name, and address of issuing branch or office]

Beneficiary: General Manager/ CEO, 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 "(Annual Maintenance Contract for Servicing & Maintenance of Fire Alarming System)" 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/ Instructions to Vendors (hereinafter "the ITB"/ "ITV") of the IFB; or
- c) having been notified of the acceptance of its Bid by the SMIB during the period of bid validity, (i) fails or refuses to execute the Contract Form or accept the order, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB/ITV.

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, 3 months + 28 days)

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



Required List of Items & Related Services

	Branch/ Head Office	Description						
		Supply & installation of conventional Fire smoke detectors with all other accessories	Supply & installation of addressable heat detectors with all other accessories	Supply & Installation of addressable Fire Manual call Points with all other accessories	Supply & Installation of addressable Fire Sounders with all other accessories	Supply & Installation of 1.5mm 2 Fire resistant cables with all other accessories (Point wiring)	Supply & Installation of addressable photoluminescence Fire Exit Sign Boards	Testing & Commissioning
1	Head Office	96	02	17	12	126	25	Item
2	Kandy	8		3	2	14	3	Item
3	Gampaha	13		3	3	20	3	Item
4	Galle	11		2	1	15	3	Item
5	Kurungala	12		1	1	15	3	Item
6	Mathugama	6		1	1	9	5	Item
7	Chilaw	6		1	1	9	4	Item
8	Matara	10		2	1	14	4	Item
9	Battaramulla	5		2	1	9	3	Item
10	Kiribathgoda	13		3	2	19	3	Item
11	Kegalle	7		1	1	10	3	Item
12	Horana	13		3	2	19	3	Item
13	Ambalanthota	4		1	1	7	3	Item
14	Batticaloa	4		1	1	7	3	Item
15	Jaffna	4		2	1	8	3	Item
16	Ampara	6		2	1	10	3	Item
17	Rathnapura	5		2	1	9	3	Item
18	Kaduruwela	5		2	1	9	3	Item
19	Vavuniya	7		2	1	11	3	Item
20	Hatton	4		1	1	7	5	Item
21	Badulla	6		1	1	9	4	Item
22	Monaragala	6		2	1	10	4	Item
23	Anuradhapura	5		2	1	9	3	Item
24	Matale	6		2	1	10	3	Item
25	Panadura	13		3	1	18	3	Item