



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/C/2026/S6.028

Date: 2026.05.06

The Manager,

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**QUOTATION FOR SUPPLY & DELIVERY OF BOOK PRESS MACHINE & ETC...**

01. Please quote your current lowest price for the articles/services enumerated overleaf in duplicate.
02. The quotation should be valid for six months from the date of closing of bid.
03. Samples should be submitted whenever required along with quotation.
04. Sample submitted should be removed from this office within 07 days after informing.
05. Quotation should be prepared according to the given instructions.
06. This form should be duly returned even if you are unable to quote.
07. If you are registered for the VAT, the VAT registration number should be indicated on the Quotation. If you are not registered for VAT, the prices should be indicated without VAT and if So kindly requested to attach a copy of the certificate issued by the commissioner of Inland Revenue certifying that you have not been registered for VAT. If not your quotation will be Rejected.
08. Should be marked **“Quotations for Supply & Delivery of Book Press Machine & Etc...”** the top Left hand corner of the envelope and should be under sealed registered cover to Chairman, Department Procurement Committee, General Administration Branch, University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 21.05.2026**
09. Advance payments shall not be made when placing order. Payment will be made after the goods are received to our stores and inspections.
10. All columns in this form shall be filled in ink. Any alterations shall be initialed by the bidder.

Senior Assistant Bursar (Supplies)

M. Thilini Madhusa  
Senior Assistant Bursar  
Supply Division  
University of Ruhuna  
Wellamadama,  
Matara

No.	Description of materials /Goods	Specification	Quantity	Bidder's offer Yes/No	Price per Unit			TOTAL	Trade Mark	Waranty	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT		VAT					
					Delivery at the Company	Delivery at the University						
<b>01</b>	<b>Book Press Machine</b>	Specification is Attached (Annex 01)	01									
<b>02</b>	<b>Book Cutter</b>	Specification is Attached (Annex 02)	01									
NB: Alternative offers shall not be considered. The Vendors are advised not to quote different options for the same item but furnish the options available most competitive among to the bidder.												

VAT Percentage %  
VAT No:-

Contact Tele / Fax No : .....  
E-Mail / Address if any : .....

.....  
Name of Firm

.....  
(Rubber Stamp)

.....  
Signature

.....  
Date

## Book press machine

### Purpose

The machine shall be used for pressing books, applying uniform pressure during binding, gluing, and finishing processes.

No	Specification	Minimum Requirement	Supplier Compliance (Yes/No)
1	Machine Type	Manual, hand-operated book press	
2	Operation Method	Screw-type (preferred) or manual	
3	Frame Material	Heavy-duty steel or cast iron	
4	Construction	Rigid, vibration-free structure	
5	Application	Suitable for library and workshop bookbinding	
6	Pressing Area	Minimum 300 mm × 400 mm	
7	Daylight Opening	Minimum 250 mm - 300 mm	
8	Pressure Mechanism	Central screw or dual screw system	
9	Pressure Capacity	Minimum 1-2 tons manual pressure	
10	Press Plates	Flat, smooth, hardened steel plates	
11	Pressure Distribution	Even and parallel pressure across surface	
12	Handle/Lever	Strong, ergonomic hand lever or wheel	
13	Alignment	Accurate plate alignment with no tilting	
14	Surface Finish	Anti-rust coating (powder-coated or painted)	
15	Weight	Please mention	
16	Design	Compact, bench-top or floor-standing	
17	Mobility	Can be moved by 1-2 persons	
18	Pressing Capability	Able to press multiple books simultaneously	
19	Stability	No wobbling during operation	
20	Operation	Smooth and easy manual operation	
21	Durability	Suitable for continuous institutional use	
22	Edges	Smooth, no sharp edges	

<b>23</b>	<b>Operation Safety</b>	<b>No sudden release of pressure</b>	
<b>24</b>	<b>User Comfort</b>	<b>Ergonomic design for safe handling</b>	
<b>25</b>	<b>Tools</b>	<b>Necessary tools for assembly/adjustment</b>	
<b>26</b>	<b>Manual</b>	<b>User and maintenance manual (English)</b>	
<b>27</b>	<b>Installation</b>	<b>Supplier support for setup (if required)</b>	
<b>28</b>	<b>Warranty</b>	<b>Minimum 12 months</b>	
<b>29</b>	<b>Service</b>	<b>Local after-sales service availability</b>	
<b>30</b>	<b>Spare Parts</b>	<b>Spare parts availability for minimum 5 years</b>	

## Specification for Heavy Duty Manual Book Cutter Machine (Guillotine Type)

### Item Description

Supply, delivery, and commissioning of a heavy-duty manual guillotine paper cutting machine suitable for bookbinding, printing, and library use.

No.	Specification	Minimum Requirement	Compliance (Yes/No)
1	Machine Type	Manual Guillotine Paper Cutter	
2	Operation	Hand lever / mechanical clamp system	
3	Construction	All-metal heavy-duty structure	
4	Application	Bookbinding, printing, and bulk paper cutting	
5	Cutting Width	Minimum 430 mm (A3 size or above)	
6	Cutting Thickness	Minimum 30 mm (approx. 300-500 sheets 80gsm)	
7	Blade Type	Hardened steel guillotine blade	
8	Clamping System	Manual screw clamp / press clamp	
9	Back Gauge	Adjustable back gauge for precise cutting	
10	Cutting Accuracy	±0.5 mm tolerance	
11	Cutting Length	Minimum 430-450 mm	
12	Work Table	Metal table with measurement grid (mm/inch)	
13	Pressure System	Mechanical pressure plate for stack holding	
14	Blade Adjustment	Re-sharp enable and adjustable blade system	
15	Machine Weight	Please mention	

16	Dimensions	Compact floor/bench model
17	Base	Non-slip / heavy base for stability
18	Cutting Capacity	Capable of cutting large paper stacks in one operation
19	Precision	Smooth, clean, and straight cutting edges
20	Operation	Easy manual operation with minimal effort
21	Durability	Suitable for continuous institutional use
22	Blade Guard	Protective safety guard
23	Safety Lock	Blade locking mechanism when not in use
24	Operation Safety	Two-step or controlled cutting operation
25	Stability	No movement during cutting
26	Tools	Basic tools for maintenance and blade adjustment
27	Spare Blade	Optional (recommended)
28	Manual	User and maintenance manual (English)
29	Installation	On-site setup and demonstration
30	Warranty	Minimum 12 months
31	Service	Local technical support in Sri Lanka
32	Spare Parts	Availability for minimum 5 years