



University of Ruhuna

Wellamadama
Matara.

25.09.2024


The Manager

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Invitation for Bids (IFB)

Contract: Supply, Delivery, Installation, Commissioning, Testing and Maintenance Digital Paper Collator Machine - RUH/SUP/C/2024/S3/009

1. The Chairman, Department Procurement Committee on behalf of the University of Ruhuna now invites sealed bid from you for **Supply, Delivery, Installation, Commissioning, Testing and Maintenance of Digital Paper Collator Machine** indicated in the annexed bid document.
2. Bidding will be conducted through National Shopping method of procurement.
3. You may obtain further information if any from the **Deputy Bursar/ Supplies**, University of Ruhuna, Wellamadama, Matara. (T/P 041- 2227027/ 041 – 2033263 e-mail : sabs@admin.ruh.ac.lk)
4. Bids must be delivered by mail in sealed envelopes addressed to **Deputy Bursar (Supplies)**, University of Ruhuna, Wellamadama, Matara before **02.00p.m on 10.09.2024** Late bids will be rejected.
5. This contract is subject to
 - I. Providing of Performance Security of 10% of the total contract price in accordance with the format given by us and issued in favor of the Vice Chancellor, University of Ruhuna.
 - II. Entering into a formal agreement with the University of Ruhuna.


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Deputy Bursar (Supplies)
University of Ruhuna,
Wellamadama,
Matara.



UNIVERSITY OF RUHUNA

**PROCUREMENT OF GOODS UNDER
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS
FOR**

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING,
TESTING AND MAINTENANCE OF
DIGITAL PAPER COLLATOR MACHINE**

IFQ No: RUH/SUP/C/2024/S3/009

Section I. Instructions to Vendors (ITV)

A:General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements.
B:Contents of Documents	
2. Contents of Documents	<p>The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s)
C:Preparation of Quotation	
3. Documents Comprising your Quotation	<p>The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	<p>The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>Unless specifically stated in Data Sheet, all items must be priced separate in the Price Schedules.</p> <p>The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>

	<p>The applicable VAT shall be indicated separately.</p> <p>Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with adjustable price shall be treated as non responsive and maybe rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7.Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence maybe in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8.Period of Validity of quotation	8.1 Quotations shall remain valid for the period of ninety (90) days after the quotation submission deadline date.
9.Format and Signing of Quotation	9.1 The quotation shall be typed or write and shall be signed by a person duly authorized to sign on behalf of the vendor.
D:Submission and Opening of Quotation	
10.Submission of Quotation	<p>Vendors may submit their quotations by sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.</p> <p>If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for them is placement or premature opening of the quotation.</p>
11.Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, Data Sheet", and not later than the date and time as specified in the Data Sheet.
12.Late Quotations	12.1 The Purchaser shall reject any quotation that arrives after the Deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

<p>13. Opening of Quotations</p>	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark his attendance.</p>
<p>E: Evaluation and Comparison of Quotations</p>	
<p>14. Clarifications</p>	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of his quotation. Any clarification submitted by a vendor in respect to his quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p> <p>14.3 Bids were submitted by Public Enterprise will be given a 15% special preference.</p>
<p>15. Responsiveness of Quotations</p>	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
<p>16. Evaluation of quotations</p>	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the Consideration of the factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .</p>
<p>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</p>	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without there by incurring any liability to bidders.</p>

F: Award of Contract

18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that his quotation has been accepted.

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is: Vice Chancellor Address: University of Ruhuna, Wellamadama Matara.
5.1	If the bidder is not allowed to quote for lesser number of items than the total number of items specified, indicate the details.
7.3	Manufacturer's Authorization is required.
11.1	Address for submission of Quotations is Supplies Branch, University of Ruhuna, Wellamadama, Matara. Deadline for submission of Quotations is at 2.00p.m. on 10.10.2024
13	The Quotations shall be opened at the following address: Supplies Branch, University of Ruhuna, Wellamadama, Matara.
16	Other factors that will be considered for evaluation are (Bidder should quote all item listed in the price schedule and evaluation will be done total cost)
Additional Clause	
17. Payment	Payment shall be made within four weeks after receiving the invoice for each item supplied.
18. Liquidated Damages	The supplier should deliver the items within the delivery period stipulated in the schedule of requirements. The supplier should make payment to the purchaser for each week of delay in delivery, at the rate of 0.5% of the contract sum per each week of delay, up to a maximum of 10% of the contract sum.

Section III: Schedule of Requirements

Item Number	Brief Description of the Goods	Specification and Requirements	Qty	Delivery Period in Days from issue of Purchase Order	Place of Delivery	Installation and warranty Requirements if any
01	Digital Paper Collator Machine	Specification Attached (Annex 01)	01	02 weeks	University of Ruhuna, Wellamadama, Matara	Warranty Required

Please mention your delivery period -.....

If you not mentioned the delivery period, earliest delivery period 02 weeks is accepted.

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Section V

Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated. No Alterations to its form at shall be permitted and no substitutions will be accepted.]

Date:

To: Vice Chancellor, University of Ruhuna

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following Goods [Supply, Delivery, Installation, Commissioning and Testing of Digital Paper Collator Machine in the different places for the University of Ruhuna, Wellamadama, Matara as per schedule of requirement];
- (c) The total price of our quotation including any discounts offered is Rupees..... (LKR) excluding VAT
- (d) Our quotation shall be valid for the period of time specified in ITVSub-Clause8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:.....

[insert signature of Person whose name and capacity are shown]

Name:.....

[insert complete name of person signing the Bid Submission Form]

Dated:

PRICE SCHEDULE

Package Name: Supply, Delivery, Installation, Commissioning and Testing of Digital Paper Collator Machine

Item. No.	Description	Qty	Unit Rate. (Without VAT) (Rs.)	Total Amount (Without VAT) (Rs.)	VAT (Rs.)	Total Amount (With VAT) (Rs.)
01.	Digital Paper Collator Machine	01				

We agree to supply, delivery, installation & maintenance the above goods in accordance with the technical specifications for a total contract price of Rupees..... *(amount in figures)*

..... *(amount in words)* within the period specified in the Invitation for Quotations.

We also confirm that the warrantee/guarantee specified shall apply to the offered goods.

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Signature of the Bidder

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Name of the Bidder

.....
Date

Digital Paper Collator Machine

Specifications	Requirements	Bidder Compliance	
		Yes/ No	If "No" indicate your offer
Type	Desktop Type		
Paper Size	A4, Legal, Letter		
Paper Quality	Fine quality, Middle quality paper, Fine porous paper (52.3 to 127.9 g/m2)		
Paper Type	Sheets Only		
Stapling Type	a) Stitch Stapling b) Punch hole binding Optional Specify		
Maximum number of sheets for stapling a) Stitch stapling b) Punch hole binding	10 sheets (52.3 to 127.9 g/m2) 10 sheets (64 g/m2 to 81.4 g/m2) Optional Specify		
Stitch stapling type a) Side binding b) Corner binding c) Reserve Corner bin	Punch Hole Kit PHB KIT R, PHB KIT L for paper sizes B5 (SEF/LEF), B4,A4 STAPLER KIT R for Paper Sizes Optional Specify		
Paper Receiving Capacity	70 to 75mm * When the PHB KIT R/ PHB KIT L is used, the maximum capacity may be 30 mm or less. Specify		
Error Detection	Stapler empty detection, paper jam detection, paper receiving try full detection PHB KIT R/ PHB KIT L		
Additional Functions	Test feed function, manual feed function		
Power Supply	100-240 V 50/60Hz		
Power and Current Consumption	Please Specify		

Dimensions (W) × (D) × (H)	Please Specify		
Weight	Please Specify		
Optional Accessories	Please Specify		
Warranty	01 Year		
Availability of Consumable for minimum 5 years	Please Specify		
Availability of after sales services	Please Specify		
Condition of service agreement and fee (after warranty) / per year	Please Specify		
Availability of training on operation	Please Specify		
Availability of spare parts for minimum 5 years	Please Specify		
Cost per A4 print	Please Specify		
Operational Environmental Condition	Should function without any defect under the coastal climate conditions		
Authorization	Manufacturer's authorization letter should be provide Supplier should have an authorized service support center		

Supply Installation and commissioning	Required to be done at specified location in the University		
Warranty Agreement	Please specify number of free services carried out per year during the period of warranty		
	A suitable replacement should be provided of repairing time for any brake down during warranty period exceeds 72 hours, If above condition is not satisfied, replace penalty of Rs. 2000.00 per day per Duplo Machine will be applied and deduct from your retention for the brake down period. Please Specify any deviation if applicable.		
	Warranty certificate should be provided by both supplier and the original.		
	Company of the product		
	Please Specify		
Master Disposal Capacity	Please Specify		
Master Making Time	Please Specify		
Warm up Time	Please Specify		
Computer Interfaces	Please Specify		
Availability of Consumable for Minimum 5 years (Master roll and link)	Please Specify		
Availability of after sales services	Please Specify		
Condition of Service Agreement and Fee (after Warranty)	Please Specify		
Availability of Training on Operation	Please Specify		
Availability of Spare Parts for Minimum 5 years	Please Specify		
No.of Prints per Master Roll	Please Specify		
Unit Price of Master Roll	Please Specify		

No.of prints Per ink Bottle	Please Specify		
Unit Price of ink Bottle	Please Specify		
Cost per A4 print	Please Specify		
Heavy duty stand	Please Specify		
Optional Accessories	Please Specify		
Additional Technical Specifications	Please Specify		
Operation Temperature and Humidity	Please Specify		
Operational Environmental Condition	Should function without any defect under the climate conditions prevailing in Sri Lanka environment.		