



REGISTERED POST

UNIVERSITY OF RUHUNA
MATARA

My No: RUH/SUP/2024/S6.Q.077

Date: 2024.09.30

The Manager,
.....
.....
.....

QUOTATION FOR PRINTING OF AWARDING CEREMONY BOOK

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 Printing of Awarding Ceremony Book”** the top Left hand corner of the envelope and should be under sealed registered cover to Deputy Bursar, (Supplies), University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 10.10.2024**
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.

.....

Deputy Bursar (Supplies)

No.	Description of materials /Goods	Specification	Quantity	Bidder's offer Yes/No	Price per Unit			Trade Mark	Warranty	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT		TOTAL				
					Delivery at the Company	Delivery at the University					
01	Awarding Ceremony Book	Specification is attached (Annex 01)	450								
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

**Printing of order of Proceeding & list of degree holders and certificate holders
(External)**

Specifications		Bidders Conformity		If "No" Indicate your offer
		Yes	No	
Book Size	B5			
Total Inner Pages	35			
Colour Pages	6			
Black & White Pages	29			
Inner Pages	GSM 120 (Gloss) (Art Paper)			
Cover Page	Mat Lamination, Art Board, Four Colour			
Binding	Stapler Binding			
Cover page	GSM 310 (matt) (Art Board)			
Number of books	450	<i>Quantity can be changed</i>		
Unit price without VAT (Rs.)				
Unit price with VAT (Rs.)				
Total price with VAT (Rs.)				
Item Descriptions	Price without VAT	VAT (Rs.)	Remarks	
Cost for adding additional paper (Black & White)				
Cost for adding additional paper (colour)				