



REGISTERED POST

UNIVERSITY OF RUHUNA  
MATARA

My No: RUH/SUP/2024/S6.Q.066

Date: 2024.09.30

The Manager,

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**QUOTATION FOR PRINTING OF INVITATION CARDS & 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 Printing of Invitation Cards & Etc...”** 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.

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Deputy Bursar (Supplies)

No.	Description of materials /Goods	Specification	Quantity	Bidder's offer Yes/No	Price per Unit			TOTAL	Trade Mark	Warranty	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT		VAT					
					Delivery at the Company	Delivery at the University						
01	<b>Printing of Invitation Cards</b>											
i	<b>Special Invitation Cards</b>	Annex 01	300									
ii	<b>Parent Invitation Cards</b>	Annex 01	5,700									
02	<b>Printing of Order of Proceeding &amp; List of Graduates</b>											
i	<b>Internal Graduates</b>	Annex 02	3,100									
ii	<b>External Graduates</b>	Annex 03	320									
	<b>Quantity Can be Changed</b>											
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

1. Printing of Invitation Cards (We provide Soft Copy in Illustrator format)

No	Item	Qty	Description	Font Color	Size (cm)	Bidders Conformity		If "No" Indicate your offer	Unit Price Without VAT		Unit Price with VAT (Rs)		Sub Total (Rs) Without VAT	Sub Total with VAT (Rs)	Sample requirements Yes/no	Delivery Period in Days from issue of Purchase Order
						Yes/No			Delivery at the Company	Delivery at the University	Delivery at the Company	Delivery at the University				
1.	Special Invitation Card (12 <sup>th</sup> December 2024 Session 01/Session 02/Session 03)	150	White Gold/Curious 250GSM Half Fold	Brown	20 x 18				Delivery at the Company	Delivery at the University	Delivery at the Company	Delivery at the University			Yes	
2.	Special Invitation Card (13 <sup>th</sup> December 2024 Session 01/Session 02/Session 03)	150	White Gold/Curious 250GSM Half Fold	Brown	20 x 18											
<b>Special Invitation Card Total</b>		<b>300</b>														
3.	Parent Invitation Card (12 <sup>th</sup> December 2024 Session 01)	950	Galvanised (Curious metallic) Or Popular Wine Red GSM 120 GSM Half Fold	Black /White	20 x 16										Yes	
4.	Parent Invitation Card (12 <sup>th</sup> December 2024 Session 02)	950	Galvanised (Curious metallic) Or Popular Wine Red GSM 120 GSM Half Fold	Black /White	20 x 16											
5.	Parent Invitation Card (12 <sup>th</sup> December 2024 Session 03)	950	Galvanised (Curious metallic) Or Popular Wine Red GSM 120 GSM Half Fold	Black /White	20 x 16											
6.	Parent Invitation Card (13 <sup>th</sup> December 2024 Session 01)	950	Galvanised (Curious metallic) Or Popular Wine Red GSM 120 GSM Half Fold	Black /White	20 x 16											
7.	Parent Invitation Card (13 <sup>th</sup> December 2024 Session 02)	950	Galvanised (Curious metallic) Or Popular Wine Red GSM 120 GSM Half Fold	Black /White	20 x 16											
8.	Parent Invitation Card (13 <sup>th</sup> December 2024 Session 03)	950	Galvanised (Curious metallic) Or Popular Wine Red GSM 120 GSM Half Fold	Black /White	20 x 16											
<b>Parent Invitation Card Total</b>		<b>5700</b>														

Quantity of the Invitations cards and No. of Sessions can be changed.

**Printing of order of Proceeding & list of Graduands (Internal)**

Specifications		Bidders Conformity		If "No" Indicate your offer
		Yes	No	
Book Size	A4			
Total Inner Pages	130			
Colour Pages	20			
Black & White Pages	110			
Inner Pages	GSM 120 (Gloss)			
Cover Page	Mat Lamination, Art Board, Four Colour			
Binding	Perfect Binding			
Cover page	GSM 310 (matt)			
Number of books	<b><u>3100</u></b>	<i>Quantity can be change</i>		
Unit price without VAT (Rs.)				
Unit price with VAT(Rs.)				
Total price with VAT(Rs.)				
<b>Sample requirements (Yes/No)</b>	<i>No</i>			

Item Descriptions	Price without VAT	VAT (Rs.)	Remarks
Cost for adding additional paper (Black & White)			
Cost for adding additional paper (colour)			

### Printing of order of Proceeding & list of Graduands (External)

Specifications		Bidders Conformity		If "No" Indicate your offer
		Yes	No	
Book Size	A4			
Total Inner Pages	40			
Colour Pages	17			
Black & White Pages	23			
Inner Pages	GSM 120 (Gloss)			
Cover Page	Mat Lamination, Art Board, Four Colour			
Binding	Perfect Binding			
Cover page	GSM 310 (matt)			
Number of books	320	<i>Quantity can be change</i>		
Unit price without VAT (Rs.)				
Unit price with VAT (Rs.)				
Total price with VAT (Rs.)				
Sample requirements (Yes/No)	<i>No</i>			

Item Descriptions	Price without VAT	VAT (Rs.)	Remarks
Cost for adding additional paper (Black & White)			
Cost for adding additional paper (colour)			