



REGISTERED POST

**UNIVERSITY OF RUHUNA
MATARA**

My No: RUH/SUP/C/2024/S3/003
The Manager

30.10.2024

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QUOTATION FOR SUPPLY OF 4 HOLE PUNCHER.

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 of 4 Hole Puncher - RUH/SUP/C/2024/S3/003”**
The top Left-hand corner of the envelope and should be under sealed registered cover to Senior Assistant Bursar, (Supplies), University of Ruhuna, Wellamadama, Matara **On or before 02.00p.m. 07.11.2024**
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	Qty	Bidder's offer Yes/No	Price per Unit (Rs.)			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						
01.	Heavy Duty Stapler	Annex 01	04									
<p>N.B 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.</p>												

VAT Percentage %
VAT No:-

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Name of Firm
(Rubber Stamp)
Signature
Date

Contact Tele/ Fax No: -

E-mail Address , if any :-

SPECIFICATION FOR POWER 4-HOLE PUNCH

Features	Minimum Details Specification	Bidder's Compliance Yes/No	If "No" Bidders Response
Punch Type	Powerb 4-Hole Punch		
Make & Model	Please Specify		
Country of Origin	Please Specify		
Year of Launch	Please Specify		
Punching Capacity	Minimum 30 sheets (80 gsm) per punch cycle		
Hole Diameter	Standard 6mm holes		
Hole Spacing	Standard 80mm spacing between holes		
Operation Method	Electric/Manual (Please Specify)		
Power Requirements	Please Specify (Voltage, Power Consumption)		
Punch Adjustment	Adjustable paper guide for precise hole alignment		
Chip Tray	Removable chip tray for easy disposal		
Construction Material	Metal body with durable plastic components		
Safety Features	Auto-shutoff when not in use, Safety lock for storage		
Warranty	Minimum 6-month comprehensive warranty		

