



University of Ruhuna

Wellamadama
Matara.

30.10.2024

The Manager

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Invitation for Bids (IFB)

Contract: Supply, Delivery, Installation, Commissioning, Testing and Maintenance of Heavy-Duty Multifunction Printer (Black & White) - RUH/SUP/C/2024/S3/016

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 Heavy-Duty Multifunction Printer (Black & White)** 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 **Supplies Division,** University of Ruhuna, Wellamadama, Matara before **02.00p.m on 14.11.2024**
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.

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
HEAVY DUTY MULTIFUNCTION PRINTER
(BLACK & WHITE)**

IFQ No: RUH/SUP/C/2024/S3/016

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 Division, University of Ruhuna, Wellamadama, Matara. Deadline for submission of Quotations is at 2.00p.m. on 14.11.2024
13	The Quotations shall be opened at the following address: Supplies Division, 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	Heavy-Duty Multifunction Printer (Black & White)	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 Heavy-Duty Multifunction Printer (Black & White) 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 Heavy-Duty Multifunction Printer (Black & White)

Item No.	Description	Qty	Unit Rate. (Without VAT) (Rs.)	Total Amount (Without VAT) (Rs.)	VAT (Rs.)	Total Amount (With VAT) (Rs.)
01.	Heavy-Duty Multifunction Printer (Black & White)	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

Name of the Bidder

Date

Minimum Specifications for Heavy duty Multifunction Printer (Black & white)

Item	Minimum Specification	Conformity to Specification		Bidders Response
		Yes	No	
Make	Please Specify			
Model	Please Specify			
Country of Origin	Please Specify			
Model launched & released year	2023			
Technology	Mono toner technology			
Copying Speed	Min 45 PPM & CPM (A4)			
Exposure modes	Automatic & Manual at least 4 steps			
Warm Up Time	Less than 15 Seconds			
Fast copy Time	Should be less than 10 seconds			
Paper Trays	02 Paper Tray + Bypass tray			
Paper input capacity	550 sheet x 2 paper (Up to A3) 100 sheets bypass tray (Up to A3)			
Paper Size	A5 – A3			
Paper Weight	Single side 55 -250 gsm Duplex mode 55 – 220gsm			
Print Resolution	1200dpi x 1200dpi			
Reverse Automatic Document Feeder	Standard			
RADF Paper Capacity	100 sheets or above			
Memory (RAM)	3GB			
Hard disc	Please specify			
System processor	1.2Ghz			
Operating Systems Support	Windows 8.1 (32/64); Windows 10 (32/64); ; Windows 11 (32/64); Windows Server 2008 (32/64); Windows Server 2008 : Windows Server 2012; Windows Server 2012: Windows Server 2016; Windows Server 2019; Linux			
Power Supply	AC 220-240V, 50Hz			
Scanning speed	Standard Network A3 color scanning			
Scan formats	Encrypted PDF Compact PDF Word & Power point			
Scan destinations	e-mail Network PC (min.25 PCs) Network folder			
Sorting	Electronic Rotate Sorting Should be available			
Finishing with the Stapler	required			
Zoom	25 – 400 % (in 1% Steps)			
Security Function	Bio metrics Authentication			
Multiple Copy	1 – 9999			
Interface	Ethernet (10BASE-T/100BASE-TX/1000BASE-T) Wifi Direct Wifi Mobile print (via app)			
USB pen drive print	Required (PDF)			
Scan to USB pen drive	Required			

Dual Network Facility	Ability to configure two IP address simultaneously			
Page & set numbering facility	Required			
Confidential/Private Print	Required			
Cloud based reporting & Accounting services	Track User, Devices & Department Activities - Auto Extract reports to Excel Sheets - Cloud base report Management System - Ability to auto calculate cost per print based on pre-determined prices			
Power consumption	Sleep mode – less than 1W Max consumption – less than 1500W			
Full capacity toner	Required full capacity toner with new m/c			
Toner yield	Please Specify			
Drum yield	Please Specify			
Developer yield and Price (if any)	Please Specify			
Toner Price and Yield	Please Specify			
Drum Price and Yield	Please Specify			
Stapler pack (Price and Amount) Pack	Please Specify			
Warranty	2 Year Warranty			