



REGISTERED POST

UNIVERSITY OF RUHUNA
MATARA

My No: RUH/SUP/2025/S6.Q.010

Date: 2025.01.15

The Manager,
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QUOTATION FOR PRINTING OF ACCOUNTS BOOKS

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 Accounts Books”** the top Left hand corner of the envelope and should be under sealed registered cover to Chairman, Department Procurement Committee, General Administration Branch, University of Ruhuna, Wellamadama, Matara **On or before 02.00 p. m 23.01.2025**
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	Manufacturing Method	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT Delivery at the Company	Delivery at the University	VAT						
01	240 Pages Double Column Account Books	Specification is Attached (Annex 01)	17										
02	400 Pages Double Column Account Books	Specification is Attached (Annex 01)	28										

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 for the bidder.

VAT Percentage %

VAT No:-

Contact Tele/ Fax No:-
E-Mail / Address ,if any :-

Name of Firm

(Rubber Stamp)

Signature

Date

*See Jd
24/12/24*

Visiting Payment	400 pgs	4	400	12
Exam	400 pgs	8	240	7
Exam	240 Pgs	4		
Telecom	240 Pgs	1		
Water	240 Pgs	1		
Electricity	240 Pgs	1		
Fuel	400 pgs	1		
H&SS	400 Pgs	1	400	12
Mgt	400 Pgs	1	240	10
FMST	400 Pgs	1		
Science	400 Pgs	1		
Stores Advance	400 Pgs	1		
Mixed Advance	400 Pgs	1		
Mixed Advance	240 Pgs	1		
Convocation Advance	240 Pgs	1		
Travelling	400 Pgs	1		
Admin	400 Pgs	1		
Finance	240 Pgs	1		
Supply	240 Pgs	1		
Vehicle	400 Pgs	1		
Security	240 pgs	1		
Library	240 Pgs	1		
CGU				
IQAU	400 Pgs	1		
SDC				
Medical Center	240 Pgs	1		
Physical Education	400 Pgs	1		
Maintenance	240 pgs	1		
CINTA	240 Pgs	1		
RTMA	240 Pgs	1		
Other Recurrent	400 Pgs	1		
Rehab & Cap	400 Pgs	3	400	4
Others	400 Pgs	1		
Total	400	28		
	240	17		