

UNIVERSITY OF RUHUNA

FACULTY OF ENGINEERING HAPUGALA, GALLE

PROCUREMENT OF GOODS UNDER NATIONAL SHOPPING PROCEDURES

INVITATION FOR QUOTATIONS
FOR PROCUREMENT OF

Supply, Delivering, Installation, Commissioning, Testing and Maintenance of Multimedia Equipment for Administration
Faculty of Engineering,
University of Ruhuna,
Hapugala,
Galle.

RUH/ENG/F/C/Q/2024/02

12th March 2024

Assistant Bursar
l aculty of Engineering
University of Ruhuna
Hapugala
Gulla

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	2.1 The documents consist of the Sections indicated below.					
20000	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	3.1 The Quotation shall comprise the following:					
your	(a) Quotation Submission Form and the Price Schedules;					
Quotation	(b) Technical Specifications & Compliance with Specifications					
4. Quotation Submission Form and Price	4.1 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.					
Sche dules	4.2 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. Options shall not be considered.					
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.					
	5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.					
	5.3 The applicable VAT shall be indicated separately and NBT Shall not be paid by the University.					
	5.4 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 an adjustable price shall be treated as non-responsive and may be rejected.					

6 Cumanana	6.1. The yanders shall quote only in Smi Lonks Dones
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformit y of the Goods	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".
	7.2 The documentary evidence may be 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.
	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.
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
10. Site visit	
	D: Submission and Opening of Quotation
11. Submission of Quotation	11.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.
	11.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.
12. Deadline for Submission of Quotation	12.1 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.
13. Late Quotations	13.1 The Purchaser shall reject any quotation that arrives after the deadline e for submission of quotations, in accordance with ITV Clause 11.1 above.
14. Opening of Quotations	14.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.
	14.2 A representative of the bidders may be present and mark his attendance.

E	Evaluation and Comparison of Quotations
15. Clarifications	 15.1 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. 15.2 The Purchaser's request for clarification and the response shall be in writing.
16. Responsiveness of Quotations	16.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.16.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
17. Evaluation of quotations	 17.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 17.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. 17.3 The Purchaser's evaluation of a quotation may require the Consideration of other 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
18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	18.1 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 thereby incurring any liability to bidders.

	F: Award of Contract
19. Acceptance of the Quotation	19.1 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.
20. Notification of acceptance	20.1 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.
21. Performance security	21.1 Amount of performance security required is 10% of the Initial Contract Price and form acceptable is unconditional guarantee or bond given in the Standard Form of Performance Security valid for a period of 28 days beyond the one year from the date of award of contract.
22. Payment	22.1 Payment shall be made within one month after receiving the invoice for system supplied, installed, commissioned, tested and certified
23. Liquidated Damages	23.1 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 II: Data Sheet

ITV	
Clause	
Reference	
1.1	The Purchaser is: Vice Chancellor, University of Ruhuna Address: University of Ruhuna, Wellamadama, Matara
5.1	If the bidder is allowed to quote for lesser number of items than the total number of items specified, indicate the details: Bidders are allowed to quote for any item or all the items
7.3	Manufacturer's Authorization is required.
11.1	Address for submission of Quotations is "RUH/ENG/F/C/Q/2024/02" marked on the top left-hand corner of the envelope and addressed to Assistant Bursar, Faculty of Engineering, University of Ruhuna, Hapugala, Galle. Deadline for submission of quotations is on or before 10.00 a.m. on 26th March 2024
13	The quotations shall be opened at the following address: AB Office, Faculty of Engineering, University of Ruhuna, Hapugala, Galle.
16	Other factors that will be considered for evaluation are (List and describe the Methodology): Should satisfy the given requirements

Section III: Schedule of Requirements

Note: 1. Bidders may be quoted for any item or all items

Evaluation will be done separately for each item based on the price of individual item

All items should be delivered within 4 weeks after placing the order. No time extension will be considered.

NBT shall not be paid by the university

Item	Brief Description of the	Description of the Specifications		Delivery Period		Place of Delivery & installation	Installation and warranty	
No.	Goods	Specifications	Quantity	Latest Bidder's Offered		Trace of Denvery & Instantation	Requirements if any	
1.	Multimedia Projector	Please refer Section IV	05	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify	
2.	Multimedia Screen	Please refer Section IV	05	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify	
3.	Interactive Smart Board	Please refer Section IV	01	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify	
4.	Stereo Sound System	Please refer Section IV	04	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify	
5.	Public Addressing System	Please refer Section IV	02	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify	
6.	Wireless HDMI Transmitter & Receiver	Please refer Section IV	05	4 Weeks		Faculty of Engineering, Hapugala, Galle	Please Specify	

Section IV:Technical Specification & Compliance

Supply, Delivering, Installation, Commissioning, Testing and Maintenance of Multimedia Equipment for the Administration, Faculty of Engineering, University of Ruhuna, Hapugala, Galle.

Specification for Multimedia projector

Qty - 05

Specification	Requirement		rmity	If no, bidders	
-	•	Yes	No	response	
Application	Lecture halls, Board room				
Brand and model	Please specify				
Number					
Projection	DLP				
Technology					
Brightness	3600/3800ANSI Lumens				
Native resolution	1024 x 768				
Resolution	VGA (640x480) to WUXGA (1920x1200)				
support					
Maximum	Please Specify				
resolution Contrast ratio					
	22000:1 or higher				
Min. projection distance	1.19m or please specify				
Max. projection	13.11m or please specify				
distance	13.11m of pieuse speeny				
Interface/ports	Two HDMI, VGA, Audio 3.5mm				
(IN)	, ,				
Wireless	Required (Bluetooth, WiFi)				
Connectivity					
(OUT)	USB Type A(Power) 1 (5V/1.5A), Speaker 2W				
Keystone	Vertical				
Projection type	Ceiling/front/rear/rear ceiling				
Lamp hours	Normal mode =5000h, Super Eco = 15000h (or				
	please specify)				
Aspect ratio	4:3 Native, 16:9 Compatible				
Compatibility	Windows PC, Interactive White Boards				
Power supply	240V, 50/60Hz AC				
Warranty	03 years(Repairing time for any brake down during				
	warranty period should not exceed 72hrs.)				
Country of Origin	Please specify				
and Country of					
Manufacturing	DI 10				
Conditions of	Please specify				
service agreement					
and fee after					
warranty					
Availability of	Minimum 5 years				
spare parts					
Additional	Please specify				
Technical					
Specifications					

Specification for Projector Screen

Qty - 05 Nos.

Specification	Requirements	Conformity		If No, Bidder's
-	-	Yes	No	Response
Application	Admin (Lecture halls)			
Size	12'x12'			
Fabric	Matte White			
Lock Device	Self-lock (The screen must be			
LOCK Device	stop at any position)			
Mounting	Both floating mounting brackets			
Wounting	and ceiling suspension brackets)			
Warranty	01 Year			
Country of Origin/ Country of Manufacture	Please Specify			
Brand & Model	Please Specify			
On a matical and European manufal	Should function without any			
Operational Environmental Conditions	defect under the climatic			
Conditions	conditions prevailing in sri lanka.			

Specifications for Interactive White Board Qty- 01

D 1.4	D 1 1 G 100 11	Conformity		If 'No', Bidder's	
Description	Required Specification	Yes	No	Response	
Application	Interactive Classroom (Dean's Office)				
Туре	LED				
Touch Tools	Finger, Finger Cover by Glove, Opaque Objects				
Touch Pen	02				
Remote	01				
Touch Cable	01				
HDMI Cable	01				
Ram	4GB or Better				
Screen Size	65" Measured Diagonally				
OS	Win 10 or higher				
Sound Effect	SRS Theatre Sound, 2x10W Speakers at Bottom				
Wireless Connectivity	Required (Bluetooth, WiFi)				
Network	RJ45				
Inputs & Outputs	4 x HDMI, 2 x USB, 1 x Ethernet, 1 x RF In, 1 x PC Audio Input (Mini Jack), 1 x PC/DVI Audio In (Mini Jack), 1 x Digital Audio Out (Optical), 1 x Audio Out (Mini Jack)				
Dimensions	Please Specify				
Weight	Please Specify				
Power Supply	240V AC, 50 Hz				
Standby Power Consumption	Please Specify				
Other Accessories	ITA Touch Whiteboard Software, Smart Magnetic Pens				
Installation	Wall Mounted Brackets				
Warranty	Three (03) year comprehensive warranty Warranty certificate is preferred from both Supplier and the Manufacturer.				
After Sales	A suitable replacement should be provided if repairing time for any breakdown during warranty period exceeds 72hrs.				
Product Certificate	ISO9001				

Country of Origin & Country of Manufacture	Please Specify		
Branded & Model	Please specify		
Availability of after sale service	Please Specify		
Conditions of service agreement and fee after warranty	Please Specify		
Availability of spare parts for minimum 5 years	Please Specify		
Additional Technical Specifications	Please Specify		
Operational Environmental Condition	Should function without any defect under the climatic conditions prevailing in Sri Lanka.		

Specification for Stereo Sound System

Qty – 04 Nos.

Specification	Requirements		ormity	If No, Bidder's
P • • • • • • • • • • • • • • • • • • •	100	Yes	No	Response
Application	Lecture Rooms			
	Combination Receiver/ Speaker (2			
General	Speaker - Stereo) Array with a			
General	digitally built in amplifier for			
	Lecture Room			
Power Supply	220 V – 240 V, 50Hz			
Transmission type	FM			
Connectivity	Wi – Fi, Bluetooth			
	Bidder to specify (Bidder shall			
	ensure compliance with the law of			
Receiving Frequency	the country and any regulations			
	stipulated by the Telecom			
	Regulatory Council of Sri Lanka)			
Maximum Audio Output	100W			
Power	100 W			
	NiMH rechargeable (Bidder to			
Battery	Specify if other)			
	Backup time: 5 to 6 hours			
Input	1 x Aux-in			
Output	1 x Aux-out			
Size	Please Specify			
Weight	Please Specify			
	Body worn transmitter			
Ancillary equipment	Handheld microphone/ transmitter			
	Charging stand			
	3 years			
Warranty	Repairing time of any brake down			
·	during warranty period should not exceed 72hrs.			
Brand & Model	Please Specify			
Country of Origin/ Country				
of Manufacture	Please Specify			
Availability of after sale	Please Specify			
service	1 lease specify			

Conditions of Service Agreement and fee after warranty	Please Specify		
Additional Technical Specification	Please Specify		
Operational Environmental	Should function without any		
Condition	defect under the climatic conditions prevailing in sri lanka.		

Specification of Public Addressing System (Sound System) Qty - 02 Nos.

Description	Specifications	Conformity		If No, Bidder's	
Description	Specifications	Yes	No	Response	
Wireless Hand- held Microphone with compatible Transmitter (01 No.)	 Microphone Mono, Omnidirectional, Lavalier, Electret Condenser type microphone Frequency Range - 50 Hz to 18 kHz Equivalent Noise Level - 36 dB or better Output Connectors -1 x 1/8" / 3.5 mm TRS Male Unbalanced (Lockable) Cable Length - About 1.6 m Operating Voltage - 7.5 V AF sensitivity = 40 mV/Pa Sound pressure level (SPL) = 120dB (SPL) max Transmitter RF Frequency Range = 516 - 865 MHz Transmission/Receiving frequencies = 1680 Switching band width = 36MHz or better Peak Deviation = ±48kHz Compander = HDX Signal- to- noise ratio = 110 dB or better Total harmonic distortion (THD) = < 0.9% In compliance with= ETS 300422, ETS 300445, CE, FCC Antenna connector = 2 BNC, 50Ω RF output power = 30mW Operating time (transmitter) = typ. 8h mic Audio input Level - 3 V rms (Max) 3 Years Comprehensive Warranty It is recommended to check samples before purchasing the equipment (where applicable) Brand & Model Please specify 				

	Country of Origin/			
	Country of Origin/			
	Country of Manufacture			
	Additional technical			
	specifications			
Receiver		190 - 516 065 MII-		
(01 No.)		ige = 516 – 865 MHz eiving frequencies =		
(01 110.)	1680			
		th _ ETS 200422		
	ETS 300445, CE	th = ETS 300422,		
		or $= 2 \text{ BNC}, 50\Omega$		
	XLR connector	· · · · · · · · · · · · · · · · · · ·		
		el (balanced) =XLR:		
	+18dBu Max	or (baraneca) –ALK.		
		el (unbalanced) =Jack:		
	+12dBu Max			
	 Input voltage ran 			
	within power ada			
	F			
	3 Years Comprehensive			
	• It is recommende			
	before purchasing			
	(where applicable			
		<u></u>]	
	Brand & Model			
	Country of Origin/			
	Country of	Please specify		
	Manufacture			
	Additional technical			
	specifications			
Public	• 300W Output wa	tts		
Addressing	Compact stereo r	nixer/amplifier,		
System	• 5 Switch-selectab	ole stereo line-level		
Amplifier	music source inp			
(01 No.)	inputs.			
	 Microphone inpu 			
	line-level			
	sources for instru			
	paging)			
	 Master HF/LF (b 			
	equalization. (±6			
	Two independent			
	controls with rou	ting switch.		

	Additional technical
	specifications
	A suitable replacement should be provided if
Warranty	repairing time for any breakdown period
	exceeds 48 hrs during warranty.
	Warranty certificate is preferred from both
	Supplier and the Manufacturer.
Accessories	The equipment must be supplied, installed and
and	commissioned where applicable and relevant
installation	site inspection can be arranged on request.

Specification for Wireless HDMI Transmitter & Receiver

Qty - 05 Nos.

Specification	Requirements	Conformity		If No, Bidder's	
	1	Yes	No	Response	
Application	Admin (Lecture halls)				
Brand & Model	Please Specify				
Connectivity Technology	HDMI				
Connector Type	HDMI				
Compatibility	PC's, Multimedia Projector, 4K Interactive White Boards (HDMI equipped devices)				
Controller Type	Button Control				
Detecting	Plug & Play				
Operating System	Win 8.1, 10 or higher				
Distance	25M-50M				
Resolution	1080P, 4K or better				
Power	USB Type A (5V, 1.5A) or inbuilt				
Package Content	Please Specify				
Warranty	01 Year				
Country of Origin/ Country of Manufacture	Please Specify				
Availability of after sale service	Please Specify				
Availability of spare parts for minimum 5 years	Please Specify				
Conditions of Service Agreement and fee after warranty	Please Specify				
Additional Technical Specification	Please Specify				

Section V

Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions will be accepted.]

Date	
To:	The Vice- Chancellor, University of Ruhuna, Wellamadama, Matara.
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, Testing, Commissioning and Maintenance of Multimedia Equipment for the Administration, Faculty of Engineering, University of Ruhuna, Hapugala, Galle.
(c)	The total price of our quotation including any discounts offered is: [insert the total quoted price in words and in figures];
(d)	Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding g 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.
Signe [inse	ed:ed: signature of person whose name and capacity are shown]
	e:ert complete name of person signing the Bid Submission Form]
Com	pany Seal
Date	d:

PRICE SCHEDULE

Item. No.	Description	Qty.	Unit Rate. (Rs. & Cts) Without VAT	Total Amount (Rs. & Cts.) Without VAT	VAT (Rs. & Cts)	Total Amount (Rs. & Cts.) With VAT
1.	Multimedia Projector	05				
2.	Multimedia Screen	05				
3.	Interactive Smart Board	01				
4.	Stereo Sound System	04				
5.	Public Addressing System	02				
6.	Wireless HDMI Transmitter & Receiver	05				
Total	Total					

Total amount for the separate items excluding VAT (Column 1 - 5) in words:

Item 01
Item 02
Item 03
Item 04
Item 05

Note: In case of discrepancy between unit price and total	l, the unit price shall prevail.	
We agree to supply and maintenance the above goods in a	-	or a total contract price of Rupees
within the period specified in the Invitation for Quotations		ount in words)] (for Item No. 01-05
We also confirm that the warranty/guarantee specified sha	all apply to the offered goods.	
Signature of the Bidder	Name of the Bidder and official seal	Date
Telephone No:		
Mobile No (if available) :	Fax:	•••••

Manufacturer's Authorization

[If requested under ITV clause 7.3,	he Bidder	shall require	the Manufactu	arer to	fill in this
Form in accordance with the instruction	ns indicate	ed.]			

Date:
WHEREAS
We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do nereby authorize [insert complete name of Bidder] to submit a quotation the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and supply the goods.
We hereby extend our full guarantee and warranty with respect to the Goods offered by the above firm.
Signed:[insert signature(s) of authorized representative(s) of the Manufacturer]
Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]
Γitle: [insert title]
Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]
Dated onday of,[insert date of signing]

Contract Agreement

THIS CONTRACT AGREEMENT is made

the [insert: number] day of [insert: month], [insert: year].

BETWEEN

- (1) [insert complete name of Purchaser], a [insert description of type of legal entity, for example, an agency of the Ministry of or corporation and having its principal place of business at [insert address of Purchaser] (hereinafter called "the Purchaser"), and
- (2) [insert name of Supplier], a corporation incorporated under the laws of [insert: country of Supplier] and having its principal place of business at [insert: address of Supplier] (hereinafter called "the Supplier").

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [insert Contract Price in words and figures, expressed in the Contract currency (ies)] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
- (a) This Contract Agreement
- (b) Contract Data
- (c) Conditions of Contract
- (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
- (e) The Supplier's Bid and original Price Schedules
- (f) The Purchaser's Notification of Award
- (g) [Add here any other document(s)]
- 3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
- 4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [insert title or other appropriate designation]

in the presence of [insert identification of official witness]