

**Faculty of Agriculture  
University of Ruhuna  
Mapalana  
Kamburuptiya**

**14.10.2021**

**The Manager**


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**Invitation for Bids (IFB)**

**Contract: Supply, Delivery, Installation, Commissioning and Testing of Photocopy Machines**  
**IFB No: RU/AG/Q/E/2021/139**

The Chairman, Department Procurement Committee on behalf of the University of Ruhuna now invites sealed bid from you for **Supply, Delivery, Installation, Commissioning and Testing of Photocopy Machines**

01. Indicated in the annexed bid document.
02. Bidding will be conducted through national Shopping method of procurement.
03. You may obtain further information if any from the **Senior Assistant Bursar, Faculty of Agriculture, University of Ruhuna, Mapalana, Kamburupitiya.**  
T/P 041- 2292200 / Fax No. 041 – 2293580  
e-mail :[abagri@agri.ruh.ac.lk](mailto:abagri@agri.ruh.ac.lk)
04. Bids must be delivered by Registered post in sealed envelopes addressed to **Senior Assistant Bursar, Faculty of Agriculture, University of Ruhuna, Mapalana, Kamburupitiya, before 2.00pm on 29.10.2021.** Late bids will be rejected.
05. This contract is subject to
  - I. Providing of Performance Security of 10% of the total contract price in accordance with the format bidding documents valid for a relevant period 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.

  
14.10.2021  
Senior Assistant Bursar  
Faculty of Agriculture  
University of Ruhuna

**Chintha Batuwita**  
**Senior Assistant Bursar**  
**Faculty of Agriculture**  
**University of Ruhuna**



**UNIVERSITY OF RUHUNA**

**PROCUREMENT OF GOODS UNDER  
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS**

**FOR**

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND TESTING OF  
PHOTOCOPY MACHINES FOR THE FACULTY OF AGRICULTURE,  
UNIVERSITY OF RUHUNA  
MAPALANA, KAMBURUPITIYA.**

**IFQ No: RU/AG/Q/E/2021/139**

## Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
<b>1. Scope of Bid</b>	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>B: Contents of Documents</b>	
<b>2. Contents of Documents</b>	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
<b>C: Preparation of Quotation</b>	
<b>3. Documents Comprising your Quotation</b>	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>
<b>4. Quotation Submission Form and Price Schedules</b>	<p>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.</p> <p>4.2 <b>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.</b></p>
<b>5. Prices and Discounts</b>	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts</p>



	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>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 adjustable price shall be treated as non-responsive and may be rejected.</p>
<b>6. Currency</b>	6.1 The vendors shall quote only in Sri Lanka Rupees.
<b>7. Documents to Establish the Conformity of the Goods</b>	<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 &amp; Compliance with Specifications".</p> <p>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.</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>
<b>8. Period of Validity of quotation</b>	8.1 Quotations shall remain valid for the period of Ninety (90) days after the quotation submission deadline date.
<b>9. Format and Signing of Quotation</b>	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.
<b>D: Submission and Opening of Quotation</b>	
<b>10. Submission of Quotation</b>	<p>10.1 Vendors may submit their quotations in sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.</p> <p>10.2 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.</p>
<b>11. Deadline for Submission of Quotation</b>	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.
<b>12. Late Quotations</b>	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.



<b>13. Opening of Quotations</b>	<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>
<b>E: Evaluation and Comparison of Quotations</b>	
<b>14. Clarifications</b>	<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>
<b>15. Responsiveness of Quotations</b>	<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>
<b>16. Evaluation of quotations</b>	<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"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(c) price adjustment due to discounts offered.</li> </ul> <p>16.3 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.</p>
<b>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</b>	<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 thereby incurring any liability to bidders.</p>

## **F: Award of Contract**

<b>18. Acceptance of the Quotation</b>	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.
<b>19. Notification of acceptance</b>	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: <b>Vice chancellor,</b> 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.
7.3	Manufacturer's Authorization is required.
11.1	Address for submission of Quotations is <b>Finance Branch, Faculty of Agriculture, University of Ruhuna, Mapalana, Kamburupitiya.</b>  Deadline for submission of quotations is at <b>2.00 p. m. on 29.10.2021</b>
13	The quotations shall be opened at the following address: <b>Finance Branch, Faculty of Agriculture, University of Ruhuna, Mapalana, Kamburupitiya</b>
16 <sup>1</sup>	Other factors that will be considered for evaluation are (List and describe the methodology):
<b>Additional Clause</b>	
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 <b>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.</b>



### Section III: Schedule of Requirements

**Note:**

1. Bidders

a) May quote whole items

2. Evaluation will be based on:

a) Each item Separately

Item No.	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	Photocopy Machines	See Annex - 1	04 Nos.	02 Weeks	Faculty of Agriculture, University of Ruhuna, Mapalana, Kamburupitiya	Warranty required  ..... (Mention Here)

➤ Please mention your delivery period - .....

➤ If you not mention the delivery period earliest delivery period is 02 weeks accepted as per the bidding document.

.....

Signature

.....

Rubber Stamp

.....

Date

## 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:.....

[insert complete name of Purchaser]

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 [insert a brief description of the Goods];
- (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 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

**Item Name:**

Item. No.	Description	Qty.	Unit Rate. (Without VAT) (Rs. & Cts)	Total Amount (Without VAT) (Rs. & Cts.)	VAT (Rs. & Cts)
01	Photocopy Machines	04 Nos.			

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.
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We also confirm that the warrantee/guarantee specified shall apply to the offered goods.

Signature & Seal of the Bidder	Name of the Bidder	Date
.....	.....	.....



## 2. Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated] -----  
[Issuing Agency's Name, and Address of Issuing Branch or Office] ----- \* Beneficiary: ----- [Name and Address of Employer] -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. -----  
[reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required. At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein. This guarantee shall expire, no later than the .... day of ....., 20.. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

[Signature(s)]

Description	Specifications	Conformity		If No Bidder response
		No		
Make	Please Specify			
Model	Please Specify			
Country of Origin	Please Specify			
Country of Manufacture/ Assembled	Please Specify			
Year of Manufacturer	Please Specify			
Function	Should be able to use as Printer / Scanner / Copier			
Type of printing	Black and White			
Placement	Floor			
Copying Process	Laser beam scanning / marking & Electro-photographic printing			
Processor (CPU)	1.2 GHz or higher			
Information display	Colour LCD display			
Copy and Printing speed	25cpm / ppm - A4 or higher 15cpm / ppm - A3 or higher			
Printing Resolution	2400 x 600 dpi or higher			
First Copy time	Approximately less than 7 seconds (A4)			
Paper size	Maximum size A3			
Rescaling	25-400% or better			
Scan Resolution	600 x 600 dpi or higher			
Colour Scan Destination	Internet			
	PC (SMB, FTP)			
	FTP Server			
	Scan to Cloud			



Please note that all the categories under the Bidders "Conformity" should be filled. Instead of just referring the user manual/specification bulletin only will cause the bids to be rejected.

Scan File Format	Compact PDF			
	Searchable PDF			
	Office open XML (Word, power point)			
Image rotation	Should be available			
Multiple copy	1-999			
Copy size	Up to A3			
Zoom	25%-400% ( in 1% steps )			
Reduction/Enlargement Ratios	3 Selectable Enlargements & 4 Selectable Reductions			
Paper input capacity	02 x 500 Sheets Cassettes and A Bypass tray			
By-pass tray	At least 100 sheets			
Computer Connectivity	USB 2.0 / RJ45 (network)			
	Direct printing (USB port)			
Colour Scanning	Network Should be available			
Drum life	More than 60,000 pages			
Monthly Duty Cycle / Number of pages per month	50,000 pages (A4)			
Toners Yield	Minimum 14,000 prints from single tonner			
Toners	Full capacity toners should supply with the machine. If starter toner, one extra toner should supply with the machine at no extra cost.			
Operating system	Windows 10, Windows 8, Windows 7			
Power Requirement	220-240V, 1p, 50Hz			
Electronic Sorting	Should be in-built or supported			
Capacity	320GB Hard Disk or better			
Memory	2 GB or higher			
In build Hard Disk anti-virus protection	Should be available as security			
Ability to access HDD via network	Ability to view & edit documents			
	Ability to mail saved documents			
	Ability to save new docs from PC			
Duplex printing/ Copying	Should be in-built from both cassettes & Bypass			



Please note that all the categories under the Bidders "Conformity" should be filled. Instead of just referring the user manual/specification bulletin only will cause the bids to be rejected.

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RADF	Should be available with the Minimum capacity of 100 sheets (80gsm)			
RADF Reminder LED indicator	Should be available to avoid originals left at the copier			
Paper Receiving	550 sheets x 2 trays (80gsm) or better			
By pass Tray	100 sheets or better with Auto paper Size recognition			
Envelop printing facility	Should be available			
Paper Weight (gsm)	55 – 200 gsm should be supported			
Booklet Printing & Copying	Should be available			
Confidential Printing	Should be standard with pass word protection when printing through network			
Picture Login facility	Access the device by selecting Picture ID			
Printing Interface	Ethernet 10 Base-T /100 Base TX/1000BaseT			
	Wireless LAN standard (In-build)			
	Direct WIFI facility (Should be able to connect with devices when network is down)			
Direct Printing	Should be able to print directly from USB pen drive and should support formats such as PDF, JPEG & TIFF & XPS			
Power Consumption - Sleep Mode	Less than 1w			
Mobile Scan & print	Should be available			
Scan to cloud server	Should be available as stranded			
User Videos Inbuilt in Machine	Should be available			
Warranty	All-inclusive minimum 3 Years Comprehensive warranty is required			
Availability of spare parts for minimum 5 years	Should be available			
Additional Technical specifications	Please specify			
Breakdown situations	Within 48 hours (in normal working condition)			
Manufacture Experience	Manufacturer should have minimum of ten years' experience in manufacturing of the same brand. (Proof document should be attached)			



Please note that all the categories under the Bidders "Conformity" should be filled. Instead of just referring the user manual/specification bulletin only will cause the bids to be rejected.

Bidders Experience	The bidder should have successfully sold same similar product for last 5 years (Bidder should provide documentary evidence to support the above)			
Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be provided (Originals should be provided on request)			
Operational Environmental Condition	Should function without any defect under the climatic conditions prevailing in Sri Lankan environments			
Number of free services	Minimum 3 number of free services to be carried out per year during the period of warranty			
Service agreement after the warranty period	Specify the available service plans and the support provide			
Manuals, quality inspection reports, testing materials, and maintenance accessories	Should be provided without additional cost			
Available stock	Please specify			
Delivery period in day from issue of purchase order	Please specify			
<b>Consumable Details</b>				
Black Toner (Manufacture recommended capacity)	Yield: Minimum 40,000 copies (A4 @ 6% Coverage)			
	Price:			
Remaining toner Display	Should show Toner Level % wise			
Black Developer (Manufacture recommended capacity)	Yield: Minimum 40,000 copies (A4 @ 6% Coverage)			
	Price:			
Drum cylinder (Manufacture recommended capacity)	Yield: Minimum 40,000 copies (A4 @ 6% Coverage)			
	Price:			
Estimated price per one copy	Please specify			
<b>Other required parts to re-place drum cylinder</b>				
Primary charging unit (Roller or wire)	Yield: Please specify			
	Price: Please specify			
Drum cleaning blade	Yield: Please specify			

Please note that all the categories under the Bidders "Conformity" should be filled. Instead of just referring the user manual/specification bulletin only will cause the bids to be rejected.

	Price: Please specify			
Developer assembly	Yield: Please specify			
	Price: Please specify			
Gear set	Yield: Please specify			
	Price: Please specify			
Other required parts to replace drum	Yield: Please specify			
	Price: Please specify			

