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றுණාණ பல்கலைக்கழகம்
UNIVERSITY OF RUHUNA

තාක්ෂණ පීඨය
தொழிந்நுட்பப் பீடம்
Faculty of Technology

මගේ අංකය
எனது எண்
My No. }

ඔබේ අංකය
உங்களது எண்
Your No. }

වෙල්ලම්පි පිටං 81000 ශ්‍රී ලංකාව වෙල්ලම්පි මාරාතුණ 81000 දිවුරුණක WELLAMADAMA MATARA 81000 SRI LANKA

21.11.2022

Sales Manager,

Supply and Delivery of Office Equipment for Faculty of Technology, University of Ruhuna. RUH/TEC/2022/066

I Kindly request you to submit your sealed quotation for **Supply and Delivery of Office Equipment for Faculty of Technology, University of Ruhuna, Kamburupitiya** on or before at 2.00 p.m ^{08th} December 2022 by registered post or Courier. Quotations received by email will not be accepted.


21.11.2022

Senior Assistant Bursar
Faculty of Technology



Faculty of Technology
University of Ruhuna
Gam udawa, Kambururpitiya

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Invitation for Bids (IFB)

Contract: Supply and Delivery of Office Equipment for Faculty of Technology, University of Ruhuna

IFB No: RUH/TEC/2022/066

The Chairman, Department Procurement Committee University of Ruhuna on behalf of the Vice Chancellor now invites sealed bid from you for **Supply and Delivery of Office Equipment for Faculty of Technology, University of Ruhuna**

01. Specifications are in indicated in the Bidding 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 Technology, Gam udawa, Kamburupitiya**. (T/P 041- 2294749/ Fax No. 041 – 2294989)
e-mail: ab@tec.ruh.ac.lk

04. Bids must be delivered by post or currier mail in sealed envelopes addressed to “**Senior Assistant Bursar, Faculty of Technology, Gam udawa, Kamburupitiya**” on or before 02.00p.m. on 05.12.2022 by registered post or courier. Quotations received by Email will not be accepted. Late bids will be Rejected.

Senior Assistant Bursar
Faculty of Technology
Gam udawa
Kamburupitiya



UNIVERSITY OF RUHUNA

**PROCUREMENT OF GOODS UNDER
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS
FOR
SUPPLY AND DELIVERY OF OFFICE EQUIPMENTS FOR THE FACULTY OF
TECHNOLOGY,
UNIVERSITY OF RUHUNA
GAM UDAWA, KAMBURUPITIYA.**

IFQ No: RUH/TEC/2022/066

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>2.1 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>3.1 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>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 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>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>
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 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>
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 written in indelible ink 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>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>
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.

13. Opening of Quotations	<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>
E: Evaluation and Comparison of Quotations	
14. Clarifications	<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>
15. Responsiveness of Quotations	<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>
16. Evaluation of quotations	<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 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>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<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	
18. Acceptance of the Quotation	<p>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.</p>
19. Notification of acceptance	<p>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.</p>

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 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 Finance Branch, Faculty of Technology, University of Ruhuna, Gam udawa, Kamburupitiya. Deadline for submission of quotations is at 2.00 p. m. on 05.12.2022
13	The quotations shall be opened at the following address: Finance Branch, Faculty of Technology, University of Ruhuna, Gam udawa, Kamburupitiya
16 ¹	Other factors that will be considered for evaluation are (List and describe the methodology):
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

Note:

1. Bidders

a) May quote whole items

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
1	Paper Shredder	Annex - 1	01	02 Weeks	Faculty of Technology, University of Ruhuna, Gam udawa, Kamburupitiya	Warranty required (Mention Here)
2	Scientific Calculators	Annex - 2	27			

➤ 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: Office Equipments

Item No.	Description	Qty.	Unit Rate. (Without VAT) (Rs. & Cts.)	Total Amount (Without VAT) (Rs. & Cts.)	VAT (Rs. & Cts.)
01	Paper Shredder	01			
02	Scientific Calculators	27			

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.

.....
Signature & Seal of the Bidder

.....
Name of the Bidder

.....
Date

Specification for Paper Shredder

Specification	Requirement	Bidder's Responses	
		Yes/ No	If 'No' indicate your offer
Brand	Please specify		
Model	Please specify		
Paper shred size	4*38mm cross cut		
DIN 66399 security levels	p-4/0-3/T-4/E-3		
Auto feed capacity	550 sheets		
Normal throat capacity	14 sheets per pass		
Daily capacity	2500+ sheets		
CD/DVD capacity	1		
Throat width	230mm entry throat (A4)		
Shred media	Paper Staples Paperclips CDs/DVDs/Blu-ray Credit cards		
Bin capacity	83 liters		
Bin style	Pull out bin		
Waste sack type	S3		
Cutting speed	3.35 meters/min		
Continues run time	24 hours		
Voltage cycle (v/Hz)	230/50		
Material of the body	plastic		
Material f cutting blade			
Overall dimensions (L×W×H)			
Overheat protection	Yes		
overload protection	Yes		
Bin full indication	Yes		
Accessories	Please specify		
Machine warranty	2 years		
Cutter warranty	20 years		

Specification for Scientific Calculator -- 25 Nos

Specifications	Requirements	Yes/No	If "No" indicate your offer
Brand	Please specify		
Model	Please specify		
Main Power Supply	Solar and Battery		
Material	Plastic		
Number of Functions	Please specify		
Case Style	Sliding		
Dot Matrix Display	Yes		
Segment (Mertissa + Exponent)	10+2Digits		
Replay	Yes		
Auto Shut-Down	Yes		
Trigonometry	Yes		
Fraction	Yes		
Hyperbolic and Inverse hyperbolic	Yes		
Regression Analysis	Yes		
Standard Deviation	Yes		
Simultaneous Equation	9 Variables		
Differential and Integration	Yes		
Base-n calculation (Binary, Octal, Hexadecimal)	Yes		
Engineering Symbols Calculation	Yes		
Memory	Please specify		