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றுඹුණ பல்கலைக்கழகம்

UNIVERSITY OF RUHUNA

තාක්‍ෂණ පීඨය

தொழிற்நுட்பப் பீடம்

Faculty of Technology

මගේ අංකය }
எனது எண் }
My No }

ඔබේ අංකය }
உங்களது எண் }
Your No }

වෙබ් අඩවිය මට 81000 ලී මාරුව Wellamadama Matara 81000 இலங்கை. WELLAMADAMA, MATARA 81000 SRI LANKA

21.11.2022

Sales Manager,

**Supply and Delivery of Kitchen Items for Faculty of Technology, University of Ruhuna.
RUH/TEC/2022/064**

I Kindly request you to submit your sealed quotation for Supply and Delivery of Chemicals for the Faculty of Technology, University of Ruhuna, Kamburupitiya on or before at 2.00 p.m ^{08.11.22} December 2022 by registered post or Courier. Quotations received by email will not be accepted.

.....
21.11.2022
Senior Assistant Bursar
Faculty of Technology
University of Ruhuna



**Faculty of Technology
University of Ruhuna
Gam Udawa Kamburupitiya**

The Manager

.....
.....
.....
.....

Invitation for Bids (IFB)

Contract: Supply and Delivery of Kitchen Items for Faculty of Technology, University of Ruhuna

IFB No: RUH/TEC/2022/064

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 Kitchen Items 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 ⁰⁸25-12.2022 by registered post or courier. Quotations received by Email will not be accepted. Late bids will be Rejected.


21.11.2022

.....
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 KITCHEN ITEMS FOR THE FACULTY OF
TECHNOLOGY,
UNIVERSITY OF RUHUNA
GAM UDAWA, KAMBURUPITIYA.**

IFQ No: RUH/TEC/2022/064

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>
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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	Refrigerator (Double Door)	Annex - 1	1	02 Weeks	Faculty of Technology, University of Ruhuna, Gam udawa, Kamburupitiya	Warranty required (Mention Here)
2	Domestic Food processing grinder and blender unit	Annex - 2	1			
3	Homemade Sausage maker with accessories	Annex - 3	1			
4	Cookware set and pan set	Annex - 4	1			
5	Gas cooker	Annex - 5	2			
6	Pressure cooker (7.5L)	Annex - 6	1			
7	Microwave with convection	Annex - 7	1			

➤ 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.)
1	Refrigerator (Double Door)	1			
2	Domestic Food processing grinder and blender unit	1			
3	Homemade Sausage maker with accessories	1			
4	Cookware set and pan set	1			
5	Gas cooker	2			
6	Pressure cooker (7.5L)	1			
7	Microwave with convection	1			

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

12. Refrigerator Double Door Specification

Specification	Requirement	Conformity		If No, Bidder's Response
		Yes	No	
Capacity	250L			
Compressor/Inverter/Non Inverter	Inverter Compressor			
Refrigerant	R600a			
Technology	Twin Cooling Plus, No Frost			
Door Type / Finish	Top freezer			
Digital Display	Yes			
Interior - Number Of Shelves	4			
Interior - Number Of Door Compartments	2 to 4			
Interior - Interior Light	LED			
Interior - Storage Features	Vegetable & Fruit Drawer, Egg Container(Egg Tray), Fresh room, Multi Storage Box, Ice Maker			
Door Lock	Yes			
Capacity (Gross/Net)	250L			
Dimensions(Gross/Net)	1785 mm x 675 mm x 668 mm (H x W x D)			
Other Specification	Anti-Bacteria, Big Guards, Multi Flow			
Outer body type	Flame retardant back			

Supply, Installation, Commissioning and testing	Yes			
Country	Please specify			
Brand	Please specify			
Model	Please specify			
Warranty (if any condition please specify)	12 years for compressor			
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			
After Sales Service	Required			
Onsite Training	Yes			
Spare Parts Available For at least 10 Years	Yes			
The company manufactures machines under same brand name and reputation of manufacturer	at least 10 years of history			
Other specification	Please specify.			

Domestic food processing grinder & blender unit

Specifications	Requirements	Bidders' Compliance	
		Yes/No	If "no" indicate your offer
Manufacturer	Internationally recognized brand		
Country of Manufacture	Please specify		
Year of manufactured	2018 or later		
Model	Please specify		
	Year of model introduction		
Operation Voltage	220 – 240 V single phase supply		
Power	500 W motor		
Motor Speed	7000-30000 rpm		
Features	30 minutes nonstop rating shock proof abs body 3 speeds with pulse overload prevention mechanism Plastic outer casing		
Warranty	1 Year		
Delivery	Delivery to the Dept. of Biosystems Technology is required.		
Number of free services per year, during the period of warranty	Please specify		

2. Homemade sausage maker with accessories

Specification	Requirement	Bidders' Compliance	
		Yes/No	If "no" please indicate your offer
Manufacturer	Recognized brand		
Material	Stainless steel		
Type	Meat and poultry tool		
Capacity	Please specify		
Operation	Manual / auto		
Installation	Metal clamp		
Capacity	Please specify		
Accessories	4 filling tubes		
Warranty	Please specify		

3. Cookware set and pan set

Specification	Requirement	Bidders' compliance	
		Yes/ No	If "No" indicate your offer
Country of origin	Please specify		
Features	Sauce pan with lid*2 (or more) Frying pan Spatula		
Outer coating	Please specify		
Inner coating	Ceramic, non sticks		
Handles	Metal and plastic		
Handle covering	Please specify		
Lid	Tempered Glass/ Pyrex		
Warranty	Please specify		

4. Double burner domestic gas cooker with a regulator

Specifications	Requirements	Bidders' Compliance	
		Yes/No	If "no" indicate your offer
Manufacturer	A recognized brand.		
Country of Manufacture	Please specify		
Year of Manufactured	Please specify		
Surface	Tempered glass top		
Material Base	Stainless steel		
Burners	Two brass/ cast iron burners		
Fuel type	Liquefied gas		
Features	Portable Table top Automatic ignition Stainless steel side plate		
Regulator	Required		
Regulator type	Compatible to domestic LPG cylinders		
Warranty	1 year or more		
Delivery	Delivery to the Dept. of Biosystems Technology is required.		

Ray
1/7/12

1. Pressure cooker

Specification	Requirement	Bidders' compliance	
		Yes/No	If "No" indicate your offer
Manufacturer	Please specify		
Model	Please specify		
Country of origin	India, EU, Japan		
Year of manufacture	Please specify		
Warranty period	Please specify		
Safety features	Interlock lid Safety valve		
Material	Stainless steel		
Capacity	7.5l		

2. Microwave with convection

Specifications	Requirements	Bidders' Compliance	
		Yes/No	If "indicate your offer"
Manufacturer	Internationally recognized brand		
Country of manufacture	Please specify		
Country of origin	Japan, EU		
Year of manufactured	2018 or later		
Dimensions	Please specify		
Model	Please specify		
Category	Microwave with Convection		
Capacity	27 l		
Warranty	1 years		
Control Type	Touch control		
Cooking Modes	Microwave mode Convection heating		
Power	1400W		
Voltage	220-240V		