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றுඹුණ பல்கலைக்கழகம்
UNIVERSITY OF RUHUNA

සම සෞඛ්‍ය පීඨය
Faculty of Allied Health Sciences

සිසුම් අංශය, පරිපාලන සෞඛ්‍යාගාරය, ..සෞඛ්‍යකර්ම මාරු, කරපිටිය, ගාල්ල Finance Divisio, Admin Building Godakanda road, Karapitiya, Galle

මගේ අංකය
எனது எண்
My No.

} RAHS/FIN/PROC/CAP/2024/07

ඔබේ අංකය
உங்களுது எண்
Your No.

}


BY E-Mail & Registered Post

12.09.2024

Sales Manager,

Supplying, Installation, Commissioning, Testing & Maintenance of Laboratory Equipment for the Faculty of Allied Health Sciences, Godakanda Road, Karapitiya, Galle. RAHS/FIN/PROC/CAP/2024/07

I kindly request you to submit your **sealed** quotation for Supplying, Installation and Commissioning of Laboratory Equipment for Faculty of Allied Health Sciences, University of Ruhuna, Godakanda Road, Karapitiya on or before at 2.00 p.m on 20th September 2024 by **registered post, courier or hand.**


Assistant Bursar,
Faculty of Allied Health Sciences,
Godakanda Road, Karapitiya,
Galle.

Assistant Bursar
Faculty of Allied Health Sciences
University of Ruhuna



**UNIVERSITY OF RUHUNA
WELLAMADAMA, MATARA**

**PROCUREMENT OF GOODS UNDER
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS
FOR PROCUREMENT OF**

**Supplying, Installation, Commissioning, Testing & Maintenance of
Laboratory Equipment**

**For The Faculty of Allied Health Sciences,
Godakanda Road, Karapitiya, Galle.**

RAHS/FIN/PROC/CAP/2024/07

12th September 2024

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 offered.</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 an 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.
10. Site visit	10.1 A site visit to the Faculty of Allied Health Sciences may be done to make yourself clear about installation conditions etc. if necessary before pricing.
D: Submission and Opening of Quotation	
11. Submission of Quotation	<p>11.1 Vendors may submit their quotations by registered post/courier or by hand in sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.</p> <p>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.</p>
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 for submission of quotations, in accordance with ITV Clause 11.1 above.

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	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.
19. Notification of acceptance	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.
20. Liquidated Damages	20.1 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: Faculty of Allied Health Sciences, Godakanda Road, Karapitiya, Galle.
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 "RAHS/FIN/PROC/CAP/2024/07" marked on the top left-hand corner of the envelope and addressed to Assistant Bursar, Faculty of Allied Health Sciences, Godakanda Road, Karapitiya, Galle. Deadline for submission of quotations is on or before 2.00 p.m. on 20th September 2024
13	The quotations shall be opened at the following address: Assistant Bursar's Office, Faculty of Allied Health Sciences, Karapitiya, 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.

Item No.	Brief Description of the Goods	Specifications	Quantity	Delivery Period in weeks from issue of Purchase Order	Place of Delivery & Installation	Installation and warranty Requirements if any
1	Microscope		02			
2	Micropipette (1000µl) -Fixed		01			
3	Micropipette (200µl) -Fixed		01			
4	Micropipette (10µl) -Fixed		01			
5	Micropipette (0 - 10µl) - Variable	Please refer Section IV	01	4 weeks	Department of Medical Laboratory Science	Supplying, Installation, Commissioning, Testing & Maintenance to be done by the Supplier.
6	Micropipette (10 - 100µl) - Variable		01			
7	Micropipette (100 - 1000µl) -Variable		01			
8	Refractometer		01			

Section IV: Technical Specification & Compliance

Technical Specification for Supplying, Installation, Commissioning & Testing Maintenance of Laboratory Equipment

Special Condition: The supplier should provide the total cost for “supply and installation” of those items without providing additional condition which may differ the total cost after approving the bid by the procurement committee.

Note: You may visit the site before the bidding process.

Please find the last page for specifications

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, Installation, and Maintenance Laboratory Equipment for the, Faculty of Allied Health Sciences, University of Ruhuna, Godakanda Road, Karapitiya, Galle.
- (c) The total price of our quotation including any discounts offered is: [insert the total quoted price in words and in figures];.....
.....
(Excluding VAT)
- (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 up on 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]

Company Seal.....
Dated:.....

PRICE SCHEDULE

Item No	Description	Qty	Unit Rate. (Rs. & Cts) Without VAT	Total Amount (Rs. & Cts.) Without VAT	VAT (Rs. & Cts)	Delivery period
1	Microscope	02				
2	Micropipette (1000µl) -Fixed	01				
3	Micropipette (200µl) -Fixed	01				
4	Micropipette (10µl) -Fixed	01				
5	Micropipette (0 - 10µl) - Variable	01				
6	Micropipette (10 - 100µl) - Variable	01				
7	Micropipette (100 - 1000µl) - Variable	01				
8	Refractometer	01				
Total						

Total amount for the separate items excluding VAT (Column 5) in words:
Item 01.

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

We agree to supply and maintenance the above goods in accordance with the technical specifications for a total contract price of Rupees
..... (amount in figures)

[..... (amount in words)] (for Items No. 1)
within the period specified in the Invitation for Quotations.

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

.....

Signature of the Bidder

Name of the Bidder and official seal

Date

Telephone No:

Fax:

Mobile No (if available) :

Email:

Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

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 hereby 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]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Specifications for Microscope

Specifications	Requirements		Bidders' compliance		
			Yes	No	If no, Bidder's response
1. Brand	Please specify				
2. Model	Please specify				
3. Country of Origin	Please specify				
4. Optical system	CFI infinity optical system				
5. Illumination	High Illumination, built in, White LED Illumination.				
6. Input voltage	100-240V				
7. Bulb	LED lamp.				
	Bulb replacement				
8. Focusing	<ul style="list-style-type: none"> • Stage height movement by cross roller guide incorporated • Focusing stroke Approximately 25mm • Coarse 40mm/Per rotation • Fine 0.2mm/ Per rotation • Tension adjustment on coarse focus adjustment knob • The course/fine focus knobs equipped on both sides of the microscope. 				
9. Revolving nosepiece	Quadruple Reversed – type nosepiece				
10. Observation tube	Type	Binocular tube			
	Tube tilting angel	30 ⁰			
	Inter pupillary distance adjustment	(50-80) mm Inclination angel (30 ⁰ -360 ⁰) Angel rotation			
	Eye point height	Adjustable to 2 points			
	Light paths	Binocular 100%			
11. Stage	Size	Approximately (W)150mm«(D) 133mm mechanical stage			
	Movement range	Please specify			
	Specimen holder	slide holder			
	Calibration	Vernier calibration			
12. Condenser	Type	Condenser with aperture diaphragm day light filter			
	Aperture iris diaphragm	Built in			
13. Dimensions	Length 350mm, Width 250mm, Height 450mm				
14. Weight	Below 6 kg				
15. Eye pieces	High quality, Anti fungus, Paired eye piece 10X Binocular with high & low eye point adjustment				
	Should be both Eye (Left and Right) diopter adjustment – 10x				
16. Eyepieces - FOV	Should be not less than 20 mm				

17. Objectives	Anti-fungus coated 4X 10X 40X 100X (Oil immersion) and please specify special characteristic features			
18. Observation metho	Bright field			
19. Power Consumption	20 W			
20. Power Supply	Uses the included AC adaptor (input: 100-240 VAC, 0.48A Max., 50-60 Hz, output: 5.0 VDC, 3.0A Max.)			
21. Warranty	Comprehensive warranty for 3 Years or above			
	Min. 5 years' warranty for LED or illumination			
	Please specify the Warranty for Consumable Items. Ex- Power Adaptor			
22. Integrated cord winding system	The AC adapter and power cord can be stored at the back of the microscope / (Casing in the back of the Microscope)			
23. Installation	Installation, demonstration, and user training should be provided by the supplier			
24. Certification	ISO, & CE certifications should be available with the manufacturer and documents should be attached			
	USFDA certifications should be available with the manufacturer and documents should be attached			
25. Consumable items	Please mention what are the things Can be provide free of charge if not please mention the prices. specify the availability of following items & whether its free of charge, or if not the price <ul style="list-style-type: none"> • lens cleaning tissues • Immersion oil • Dust cover • 			
26. Other	<ul style="list-style-type: none"> • All the requested technical specifications should be mentioned clearly in the catalogue. 			
27. Service After Warranty Period	Please Specify			
Letter of Authorization from the Manufacturer should be attached. Manufacture's product catalogue with reference Web Site:				

**** Note: Please complete the "conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.**

Specification for micro Pipette 1000 µl fixed

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please specify			
Model	Please specify			
Country of origin	Please specify			
Condition	Brand new			
Dimensions	Please specify			
Channel	Single Channel			
Range	1000 µl fixed			
Volume Increments	0.10 µl			
Autoclavable	fully autoclavable at 121°C, 20 min, 1 bar pressure without disassembling			
Operation	four-digit volume display helps to set exact volume			
UV resistance	Please specify			
Consumables	Please specify			
Conforms with	ISO 14001, ISO 13485, ISO 8655			
Storage accessories	Please specify			
Storage & transport conditions	Please specify			
Operating conditions	Please specify			
Warranty	3 years' comprehensive warranty			

**** Note: Please complete the "conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.**

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Specification for micro Pipette 100-~~ul~~ fixed
~~100~~

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please specify			
Model	Please specify			
Country of origin	Please specify			
Condition	Brand new			
Dimensions	Please specify			
Channel	Single Channel			
Range	100 ²⁰⁰ ul fixed			
Volume Increments	0.10 μ l			
Autoclavable	fully autoclavable at 121°C, 20 min, 1 bar pressure without disassembling			
Operation	four-digit volume display helps to set exact volume			
UV resistance	Please specify			
Consumables	Please specify			
Conforms with	ISO 14001, ISO 13485, ISO 8655			
Storage accessories	Please specify			
Storage & transport conditions	Please specify			
Operating conditions	Please specify			
Warranty	3 years' comprehensive warranty			

**** Note: Please complete the "conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.**

Specification for micro Pipette 10 µl fixed

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please specify			
Model	Please specify			
Country of origin	Please specify			
Condition	Brand new			
Dimensions	Please specify			
Channel	Single Channel			
Range	10 µl fixed			
Volume Increments	0.01 µl			
Autoclavable	fully autoclavable at 121°C, 20 min, 1 bar pressure without disassembling			
Operation	four-digit volume display helps to set exact volume			
UV resistance	Please specify			
Consumables	Please specify			
Conforms with	ISO 14001, ISO 13485, ISO 8655			
Storage accessories	Please specify			
Storage & transport conditions	Please specify			
Operating conditions	Please specify			
Warranty	3 years' comprehensive warranty			

**** Note: Please complete the "conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.**

Specification for micro Pipette 0–10 µl

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please specify			
Model	Please specify			
Country of origin	Please specify			
Condition	Brand new			
Dimensions	Please specify			
Channel	Single Channel			
Range	0–10 µl			
Volume Increments	0.01 µl			
Systemic error:	10 µl: 0.8% 5 µl: 1.0% 1 µl: 3.0%			
Random Error:	10 µl: 0.2% 5 µl: 0.4% 1 µl: 1.0%			
Autoclavable	fully autoclavable at 121°C, 20 min, 1 bar pressure without disassembling			
Operation	four-digit volume display helps to set exact volume			
UV resistance	Please specify			
Consumables	Please specify			
Conforms with	ISO 14001, ISO 13485, ISO 8655			
Storage accessories	Please specify			
Storage & transport conditions	Please specify			
Operating conditions	Please specify			
Warranty	3 years' comprehensive warranty			

**** Note: Please complete the "conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.**

Specification for micro Pipette 10–100 µl

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please specify			
Model	Please specify			
Country of origin	Please specify			
Condition	Brand new			
Dimensions	Please specify			
Channel	Single Channel			
Range	10–100 µl			
Volume Increments	0.1 µl			
Systemic error:	100 µl: 0.8% 50 µl: 1.0% 10 µl: 3.0%			
Random Error:	100 µl: 0.2% 50 µl: 0.4% 10 µl: 1.0%			
Autoclavable	fully autoclavable at 121°C, 20 min, 1 bar pressure without disassembling			
Operation	four-digit volume display helps to set exact volume			
UV resistance	Please specify			
Consumables	Please specify			
Conforms with	ISO 14001, ISO 13485, ISO 8655			
Storage accessories	Please specify			
Storage & transport conditions	Please specify			
Operating conditions	Please specify			
Warranty	3 years' comprehensive warranty			

**** Note: Please complete the "conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.**

Specification for micro Pipette 100–1000 µl

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please specify			
Model	Please specify			
Country of origin	Please specify			
Condition	Brand new			
Dimensions	Please specify			
Channel	Single Channel			
Range	100–1000 µl			
Volume Increments	0.1 µl			
Systemic error:	1000 µl: 0.8% 500 µl: 1.0% 100 µl: 3.0%			
Random Error:	1000 µl: 0.2% 500 µl: 0.4% 100 µl: 1.0%			
Autoclavable	fully autoclavable at 121°C, 20 min, 1 bar pressure without disassembling			
Operation	four-digit volume display helps to set exact volume			
UV resistance	Please specify			
Consumables	Please specify			
Conforms with	ISO 14001, ISO 13485, ISO 8655			
Storage accessories	Please specify			
Storage & transport conditions	Please specify			
Operating conditions	Please specify			
Warranty	3 years' comprehensive warranty			

**** Note: Please complete the "conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.**

Specification for Hand-Held Refractometer

Specifications	Requirements	Bidders' compliance		
		Yes	No	If no, Bidder's response
Brand	Please specify			
Model	Please specify			
Country of origin	Please specify			
Condition	Brand new			
Dimensions	Please specify			
UV resistance	Please specify			
Category	Heat Resistance			
Suitable samples	All samples			
Measurement range Sample	Brix 0-90%			
Storage accessories	Please specify			
Storage & transport conditions	Please specify			
Operating conditions	Please specify			
Warranty	3 years' comprehensive warranty			

**** Note:** Please complete the "conformity" column, without which references to catalogues and data sheets will not be considered in the bid evaluation.