



University of Ruhuna  
Wellamadama  
Matara.

02.07.2021

The Manager

Invitation for Bids (IFB)

**Contract: Supply, Delivery, Installation, Commissioning and Testing of Sound System & Documentation Camera**

**IFB No - AHEAD/RA2/ELTAELSE/RUH/SCI/GOODS/2021/NS133**

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 Sound System & Documentation Camera** indicated in the annexed bid document

01. Bidding will be conducted through National Shopping method of procurement.
02. You may obtain further information if any from the **Deputy Director- Procurement**, Supplies Branch, University of Ruhuna, Wellamadama, Matara. (T/P 041- 2227027/ Fax No. 041 - 2227027/ E-mail: [secretary.otsruh2019@gmail.com](mailto:secretary.otsruh2019@gmail.com))
03. Bids must be delivered by mail in sealed envelopes addressed to **Deputy Director (Procurement), AHEAD Program-OTS Office, University of Ruhuna, Wellamadama, Matara** before **02.00 p.m. on July 16, 2021**. Late bids will be rejected.
04. This contract is subject to,
  - I. Providing of performance security of 10% of the total contract price in accordance with the format attached and issued with this in favor of the **Vice Chancellor**, University of Ruhuna.
  - II. Entering in to the formal agreement with the University of Ruhuna.

Deputy Director- Procurement  
AHAED Operation,  
University of Ruhuna,  
Matara.

**Mr. R. C. Ketippearachchi**  
**Deputy Director - Procurement**  
**Operations Technical Secretariat**  
**AHEAD Project**  
**University of Ruhuna**  
**Wellamadama, Matara**



**UNIVERSITY OF RUHUNA**

**PROCUREMENT OF GOODS UNDER  
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS**

**FOR**

**Supply, Delivery, Installation Commissioning and Testing of Sound System  
and Documentation Camera**

**IFB No: AHEAD/RA2/ELTAELSE/RUH/SCI/GOODS/2021/NS133**

**Mr. R. C. Kotipearachchi  
Deputy Director - Procurement  
Operations Technical Secretariat  
AHEAD Project  
University of Ruhuna  
Wellamadama, Matara**

## 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>	2.1 The documents consist of the Sections indicated below. <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 with price schedule</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
<b>C: Preparation of Quotation</b>	
<b>3. Documents Comprising your Quotation</b>	3.1 The Quotation shall comprise the following: <ol style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ol>
<b>4. Quotation Submission Form and Price Schedules</b>	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. 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>
<b>5. Prices and Discounts</b>	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.

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	<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 nonresponsive 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 <b>sixty (60)</b> 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 by Registered post 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.

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<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>	13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 13.2 A representative of the bidders may be present and mark his attendance.
<b>E: Evaluation and Comparison of Quotations</b>	
<b>14. Clarifications</b>	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. 14.2 The Purchaser's request for clarification and the response shall be in writing.
<b>15. Responsiveness of Quotations</b>	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
<b>16. Evaluation of quotations</b>	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 16.2 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. 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.

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<p>17. <b>Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</b></p>	<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>
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<b>F: Award of Contract</b>	
<p>18. <b>Acceptance of the Quotation</b></p>	<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>
<p>19. <b>Notification of acceptance</b></p>	<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>
<p>20. <b>Signing of Contract</b></p>	<p>20.1 Within (14) days after notification, the Purchaser shall complete the Agreement, and in form the successful Bidder have to sign it. 20.2 Within fourteen (14) days of receipt of such information, the successful Bidder shall sign the Agreement.</p>
<p>21. <b>Performance Security.</b></p>	<p>21.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder is required furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VII contract forms, The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Security of the unsuccessful bidders. 21.2 Failure of the successful Bidder to submit the above mentioned Performance Security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the purchaser to be qualified to perform the contract satisfactorily.</p>

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## 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>Director/ OTS, AHEAD Project, University of Ruhuna, Wellamadama, Matara.</b> Deadline for submission of quotations is at 2.00 P.M. on July 16, 2021
13	The Quotations shall be opened at the following address: <b>AHEAD PROJECT, OTS-Office, University of Ruhuna, Wellamadama, Matara.</b>
16	Other factors that will be considered for evaluation are (List and describe the methodology):
<b>Additional Clause</b>	
17. Payment	Full Payment shall be made within four weeks after receiving the invoice for each item supplied.
19. 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>
21. Performance Security	The supplier should forward performance security of 10% of the total contract price. This should be issued in favor the Vice Chancellor, university of Ruhuna, valid for a period of one year from date of acceptance of the order.(Format is Attached )

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## Section III: Schedule of Requirements

- Note:
1. Bidders a) May quote whole item.
  2. Evaluation will be based on: a) separately.

Item No.	Brief Description of the Goods	Specification and Requirements	Quantity	Delivery Period in Days from issue of Purchase Order	Bidder's offered Delivery Date
1	Sound System	Annexure 1	01	2 weeks	
1.1	Amplifier Stereo RMS 500W Bridge	Annexure 1.1	02	2 weeks	
1.2	Audio Mixer 12 Channel	Annexure 1.2	01	2 weeks	
1.3	Colum Speaker	Annexure 1.3	08	2 weeks	
1.4	Microphone	Annexure 1.4	05	2 weeks	
1.5	Microphone- Gooseneck 12 inch	Annexure 1.5	02	2 weeks	
1.6	Microphone Stand	Annexure 1.6	05	2 weeks	
1.7	Head Phone	Annexure 1.6	01	2 weeks	
1.8	Installation Rack for Sound Equipment	Annexure 1.7	01	2 weeks	
2	Documentation Camera	Annexure II	07	2 weeks	

**Place of Delivery:** Faculty of Science, University of Ruhuna, Wallamadama, Matara.

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## PRICE SCHEDULE –IV

**Contract: Supply, Delivery, Installation, Commissioning and Testing of Sound System & Documentation Camera**  
**IFB No - AHEAD/RA2/ELT/AELSE/RUH/SCI/GOODS/2021/NS133**

Item No.	Description	Qty.	Unit Rate. (Without VAT) (Rs. & Cents)	VAT (Rs. & Cents)	Total Amount (With VAT) (Rs. & Cents)
01	Sound System	01			
1.1	Amplifier Stereo RMS 500W Bridge	02			
1.2	Audio Mixer 12 Channel	01			
1.3	Colum Speaker	08			
1.4	Microphone	05			
1.5	Microphone- Gooseneck 12 inch	02			
1.6	Microphone Stand	05			
1.7	Head Phone	01			
1.8	Installation Rack for Sound Equipment	01			
02	Documentation Camera	07			

We agree to supply and delivery 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.

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Signature of the Bidder

Name of the Bidder

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:

Mr. R. C. Welippearachchi  
Deputy Director - Procurement  
Operations Technical Secretariat  
AHEAD Project  
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## 1. Specifications for Sound System

Component	Quantity	Description	Bidder's Compliance	
			Yes/No	Remarks
1.1 Amplifier Stereo RMS 500W Bridge, (250W + 250W)	02	Refer Annex 1.1 (Annex 1.1 should be filled)		
1.2 Audio Mixer 12 channel	01	Refer Annex 1.2 (Annex 1.2 should be filled)		
1.3 Colum Speaker	08	Refer Annex 1.3 (Annex 1.3 should be filled)		
1.4 Microphone	05	Refer Annex 1.4 (Annex 1.4 should be filled)		
1.5 Microphone – Gooseneck 12 inch	02	Refer Annex 1.5 (Annex 1.5 should be filled)		
1.6 Microphone Stand	05	Refer Annex 1.6 (Annex 1.6 should be filled)		
1.7 Head Phone	01	Refer Annex 1.6 (Annex 1.6 should be filled)		
1.8 Installation Rack for Sound Equipment	01	Refer Annex 1.7 (Annex 1.7 should be filled)		
1.9 Installation Charges	-	Refer Annex 1.7 (Annex 1.7 should be filled)		

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### 1.1. Specification for Amplifier Stereo RMS 500W bridge

Description	Minimum Requirement	Bidder's Compliance	
		Yes/No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Expected Rated Power of Amplifier	Minimum RMS 500W bridge – Stereo 250W+250W at 8Ω 4Ω Speaker could able to connect		
Minimum output Impedance	Please Mention		
Class of Amplifier	Class AB, D, H – Please Specify		
Audio output Terminal	Speak on Connector or ¼ Jack, wire terminal Please Mention		
Audio Input Socket	XLR, ¼' Jack		
Mixture Connecting Cable	Should be Provided		
Inside Speaker Protection Circuits	Should be Available		
Power Source	220–240VAC , 50Hz		
Controls	Power On/Off, Master Volume Control		
Warranty	Minimum two Year Comprehensive		

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### 1.2. Specification for Audio Mixer 12 Channel

Description	Minimum Requirement	Bidder's Compliance	
		Yes/No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
No. of Channels	10 or more		
EQ bands	3 or more		
Inputs	Minimum 10 channel XLR Mic (XLR – 3pin) Two line input (6.3mm Standard) 2 X stereo ¼“, RCA		
Phantom power	Should be available for each mic channels		
Outputs	XLR 3 pin, Monitor output, AUX, Phones, Headphone, RCA		
Digital effects	Should be available (delay, Reverb)		
Equalizer	Please Specify		
Peak indicator	LED		
Controls	Channel fader (Rotary / Slide) Master fader (Slide) Pan, Mute, Channel EQ		
LED indicator	Operating, Phanthem power, channel fading		
Amplifier connecting Wire	Should be provided		
Power Supply	AC 230V / 50Hz		
	Should be stated by the bidder		
Warranty	Two Year Comprehensive		

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### 1.3. Specification for Column Speaker

Description	Minimum Requirement	Bidder's Compliance	
		Yes/No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Power	Minimum 250W RMS at 8Ω		
Frequency Response	20 - 20,000 Hz		
Diameter of Speaker	Please Specify		
Speaker box size	Please Specify		
Enclosure Material	Please Specify		
Wall Mountable Facility	Should be available. Bracket should be provided		
Speaker wire	Please Specify. Copper twin wire average 60M for each should be provided		
Speaker connector for Amplifier	Should be provided		
Warranty	One year comprehensive		

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### 1.4. Specification for Microphone

Description	Required Specifications	Bidder's Compliance	
		Yes/No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Type	Moving Coil		
Sensitivity	Please Mention		
Impedance of Coil	More than 32 ohms		
Frequency Response	20 – 20 kHz		
Output Connector	XLR – Socket should be provided		
Expected wire length	6M		
Warranty	01 Year Comprehensive		

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### 1.5. Specification for Gooseneck 12 inch Microphone

Description	Required Specifications	Bidder's Compliance	
		Yes/No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Type	Condenser – phantom power operated		
Height of the microphone	12 inch or more		
Sensitivity	Please mention		
Basement of microphone	Should be provided		
Frequency Response	20 – 20 kHz or equivalent		
Output Connector	XLR – Socket should be provided		
Expected wire length	6M		
Warranty	01 Year Comprehensive		

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### 1.6. Specification for Microphone stand

Description	Required Specifications	Bidder's Compliance	
		Yes/No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Type	Adjustable Microphone stand with microphone base		
Height of the microphone stand	Minimum 5 feet adjustable		
Metal	Iron		
Warranty	01 Year Comprehensive		

### 1.7. Specification for Headphone

Description	Required Specifications	Bidder's Compliance	
		Yes/No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Drive Unit	Super thin 40mm diaphragm driver with neodymium magnet		
Sensitivity	104 dB/mW		
Frequency Response	20 – 20 kHz		
Impedance	64 ohms		
Cable length	3m		
Connector	Hard gold-plated mini stereo TRS Jack		
Warranty	01 Year Comprehensive		

### 1.8. Specification for Installation Rack for Sound Equipment

Description	Required Specifications	Bidder's Compliance	
		Yes/No	Remarks
Make	Please Specify		
Model	Please Specify		
Country of Origin	Please Specify		
Power Sources	Should include		
Capacity of the Cabinet	Should be able to install all the sound equipment		
Warranty	01 Year Comprehensive		

### 1.9. Installation Charges

Description	Required Specification	Bidder's Compliance	
		Yes/No	Remarks
Installation	Should be done		
Per meter cost for wiring	Please Specify		
Warranty for wiring	01 year or more		
Testing and Commissioning	Should be done		

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## 2. Specification for Documentation Camera

Description	Requirement	Bidder's Compliance	
		Yes/No	Remarks
Zoom	12 x optical, 10 x digital or better		
Sensor resolution	2MP or better		
Pixel Count	2MP or better		
Output Resolution	1080p with HDMI or better		
Frame rate	30fps or better		
Output and Input Connectivity	USB-B, VGA output and input, HDMI input		
Capture area	11.7" x 20.7" (at 1080 p) or better		
Support file format	AVI, BMP, EIT, JPG, MOV, PDF		
Built-in microphone	Should be Available		
A/V recording	Should be Available		
Microscope Adapter	Should be Available		
SD / SDHC card slot	Should be Available		
AC power adapter with power code	Should be Available		
Application software CD	Should be Available		
User's Guide CD	Should be Available		
Carrying Case	Should be Available		
USB Cable	Should be Available		
Remote Control	Should be Available		
Quick Start Guide	Should be Available		
VGA cable	Should be Available		
Microscope Adapter	Should be Available		
Warranty Card	Minimum 3 Years		

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