



University of Ruhuna
Wellamadama
Matara

11.08.2021

The Manager,
.....

Invitation for Bids (IFB)

Contract: Supply, Delivery, Installation, Commissioning and Testing of Printer for Department of Chemistry, Faculty of Science, University of Ruhuna

IFB No - AHEAD/RA3/RIC/RUH/SCI/CARBON_CHAR/GOODS/2021/NS-151

The Chairman, Department Procurement Committee on behalf of the University of Ruhuna invites sealed bid from you for **Supply, Delivery, Installation, Commissioning and Testing of Printer for Department of Chemistry, Faculty of Science, University of Ruhuna** 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 (AHEAD Project) Supplies Branch, University of Ruhuna, Wellamadama, Matara. (T.P 041- 2227027/ Fax No. 041 – 2227027)**
03. Bids must be delivered by mail in sealed envelopes addressed to **Director/OTS, AHEAD Project-OTS Office, University of Ruhuna, Wellamadama, Matara** before **02.00 p.m. on August 25, 2021**. Late bids will be rejected.

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Deputy Director- Procurement
University of Ruhuna,
Wellamadama,
Matara

.....
Deputy Director- Procurement
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 Printer for
Department of Chemistry, Faculty of Science, University of Ruhuna**

IFB No: AHEAD/RA3/RIC/RUH/SCI/CARBON_CHAR/GOODS/2021/NS-151

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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 with price schedule • 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 adjustable price shall be treated as nonresponsive 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 sixty (60) 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 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>
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	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.
E: Evaluation and Comparison of Quotations	
14. Clarifications	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.
15. Responsiveness of Quotations	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.
16. Evaluation of quotations	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.

Dr. Ravi S. Chandraiah
 Deputy Director, Procurement
 Operations, The State Council
 of Higher Education
 University of Oklahoma
 Oklahoma State, Moore

17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	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.
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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. Signing of Contract	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.
21. Performance Security.	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.

This is a copy of the
Contract Agreement
between the Purchaser and the
successful Bidder.
It is to be read in conjunction with
the Contract Documents.
The Purchaser's name is
XXXXXXXXXXXXXXXXXXXX

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 Director/ OTS, AHEAD Project, University of Ruhuna, Wellamadama, Matara. Deadline for submission of quotations is at 2.00 P.M on August 25, 2021
13	The Quotations shall be opened at the following address: AHEAD PROJECT, OTS-Office, University of Ruhuna, Wellamadama, Matara.
16	Other factors that will be considered for evaluation are (List and describe the methodology):
Additional Clause	
17. Payment	Payment shall be made within eight weeks after receiving the invoice and other required documents to the Office 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 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.

The University of Ruhuna
 Deputy Director General
 Operations and Administration
 100, Matara
 Sri Lanka
 Telephone: 091 251 2111
 Fax: 091 251 2112

Section III: Schedule of Requirements

Note:

1. Bidders May quote whole item.
2. Evaluation will be based on: separately.

Item No.	Brief Description of the Goods	Specification and Requirements	Quantity	Delivery Period	Bidder's offered Delivery Date
02	Multi-Functional Printer	Annexure I	01	2 weeks	

Place of Delivery: Department of Chemistry, Faculty of Science, University of Ruhuna, Wellamadama, Matara

UNIVERSITY OF RUHUNA
FACULTY OF SCIENCE
DEPARTMENT OF CHEMISTRY
WELLMADAMA, MATARA

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:

[Faint, illegible text, possibly a stamp or watermark]

01. Specification for Multi – Functional Printer

Multi-Functional Laser Printer, Quantity 1

SPECIFICATIONS	REQUIRMENTS	Bidders Compliance	
		YES/NO	If "NO" indicate your offer
Brand	Please specify		
Model	Please specify		
Country of Origin	Please specify		
Installation	Bench-top		
Print			
Printing method	Color laser beam printing		
Print speed	Please specify		
Print resolution	600 x 600 dpi		
Print quality with image refinement technology	1200 x 1200 dpi 9600 x 600 dpi		
Warm up time	Less than 15 sec		
Print language	UFR II, PCL6, Adobe® PostScript® 3™, PDF, XPS		
Fonts	93 PCL Fonts, 136 PostScript Fonts		
Auto duplex printing	Standard		
Duplex print speed	Please specify for A4 and Letter separately		
Supported file format for USB direct print	JPEG, TIFF, PDF		
Paper input	Standard cassette, multi-purpose tray		
Maximum paper capacity	800 or more		
Paper size	A4, B5, A5, Legal, Letter, Executive, Statement, Foolscap, Indian Legal		

THE GOVERNMENT OF
 PUNJAB
 DEPARTMENT OF
 INFORMATION AND PUBLIC RELATIONS
 CHANDIGARH
 CHANDIGARH
 CHANDIGARH

Paper type	Plain, recycled, color, thick, coated		
Connectivity and software			
Connectivity	Wired, wireless and direct		
Network protocol	Please specify		
Compatible operating systems	Microsoft® Windows® 10 (32, 64-bit), Windows® 8.1 (32, 64-bit), Windows® 8 (32, 64-bit), Windows® 7 (32, 64-bit), Windows® Server 2016 (64-bit), Windows® Server 2012 R2 (64-bit), Windows® Server 2012 (64-bit), Windows® Server 2008 R2 (64-bit), Windows® Server 2008 (32, 64-bit)		
Software	Printer driver, Fax driver, Scanner driver, MF Scan Utility, Address Book Tool, SSID Tool, Toner Status		
Copy			
Copy speed	Please specify		
Copy resolution	600 x 600 dpi		
Maximum number of copies	Up to 999 copies or more		
Scan			
Scan type	Color contact image sensor		
Scan resolution	Up to 9600 x 9600 dpi		
Color depth	24-bit		
Duplex scan	Required		
Pull scan	USB and network		
Scan to PC	USB and network		
Scan to USB	Required		
Scan speed	Please specify		
Sending method	E-mail and other (please specify)		
Color mode	Full color and monochrome		
Scan resolution	300 x 300 dpi, 200 x 200 dpi		
File format	JPEG, TIFF, PDF		
Fax			
Modem speed	Up to 33.6 kbps		
Fax resolution	Up to 406 x 391 dpi		
Receive mode	Please specify		
General			
Memory	1 GB		

Brother India Private Limited
 Operating from the following address:
 Plot No. 127,
 Industrial Area, Phase II,
 Gurgaon, Haryana 122015, India

Operational panel	LCD color touch screen		
Dimensions	Approximately, 450 x 480 x 380 mm (suitable for bench-top installation)		
Toner	Cartridge should be provided		
Weight	With cartridge, less than 22 kg		
Power requirement	Should fits with Sri Lanka standards		
Monthly printing duty cycle	Please specify		
Warranty Period	All-inclusive minimum of 3 years comprehensive warranty is required		
Service agreement during warranty period	Please specify		
Service agreement after the warranty period	Please specify		
Delivery and installation	Required		

Director General
 Security Division
 Operational Services Department
 110, Galle Road
 University of Kelaniya
 Kelaniya, Sri Lanka

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01			Office Network (Pvt) Ltd.	Colombo 5	
02			U S Information (Pvt) Ltd	Colombo 5	
03			Softlogic Retail (Pvt) Ltd.	Colombo 3	
04			ICE Office Autom. (Pvt) Ltd.	Matara.	
05			John Keells Office (Pvt) Ltd	Matara	
06			Metropolitan Office (Pvt) Ltd	Matara	
07			Metro Computer Technology	Matara	
08			Cell Trading (Pvt) Ltd.	Colombo 8	
09			Neat Lanka (Pvt) Ltd	Colombo 6	
10			Tri-tech Solutions (Pvt) Ltd	Colombo 11	
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