



University of Ruhuna  
Wellamadama  
Matara

22.11.2021

The Manager,  
.....

**Invitation for Bids (IFB)**

**Contract: Supply, Delivery, Installation, Commissioning and Testing of Office Equipment for University of Ruhuna**

**IFB No - AHEAD/ELTA-ELSE/RIC02/RUH/MGT/CHEM/GOODS/2021/NS-168**

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 Office Equipment for 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 December 06, 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.

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Deputy Director/ Procurement,  
OTS/ AHEAD Operation,  
University of Ruhuna,  
Wellamadama, Matara.

Mr. R. G. Karippanachchi  
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  
Office Equipment for University of Ruhuna.**

**IFB No: AHEAD/ELTA-ELSE/RIC02/RUH/MGT/CHEM/GOODS/2021/NS-168**

Mr. T. G. H. Samarasinghe  
Deputy Director - Procurement  
Operations Technical Secretariat  
AHEAD Project  
University of Ruhuna  
Wollamaduwa, 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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 Deputy Director - Procurement  
 Operations Technical Secretariat  
 AHQAD Project  
 University of Ruhuna  
 Wellamedama, Matara

	<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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 Deputy Director - Procurement  
 Operations Section, Secretariat  
 C/HEAD Project  
 University of Ruhuna  
 Wallemadama, Matara

<b>12. Late Quotations</b>	12.1 The Purchaser shall reject any quotation that arrives after the deadlinee 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.

Dr. ...  
 Deputy Director General  
 Operation and Technical Secretariat  
 APEAS Project  
 University of Sabana  
 Westmanasama, Matara

<b>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</b>	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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<b>F: Award of Contract</b>	
<b>18. Acceptance of the Quotation</b>	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.
<b>19. Notification of acceptance</b>	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.
<b>20. Signing of Contract</b>	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.
<b>21. Performance Security.</b>	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.

Mr. C. C. Kulkarni  
Deputy Director - Procurement  
Operations, Technical Secretariat  
ANLPO Project  
University of Kelana  
Wellamadama, Matara

## 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 <b>December 06, 2021</b>
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	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 <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 365 days from the date of acceptance of the order.

### 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
01	Flatbed Scanner	Annexure I	02	2 weeks	
02	Laser Printer	Annexure II	01	2 weeks	
03	Multi-Functional Printer	Annexure III	01	2 weeks	

**Place of Delivery:** University of Ruhuna, Wellamadama, 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:

Mr. R. C. Wijippearachchi  
Deputy Director - Procurement  
Operations & Technical Secretariat  
AFRAD Project  
University of Ruhuna  
Mollamaduma, Matara

## PRICE SCHEDULE –IV

**Contract: Supply, Delivery, Installation, Commissioning and Testing of Office Equipment for University of Ruhuna**  
**IFB No: AHEAD/ELTA-ELSE/RIC02/RUH/MGT/CHEM/GOODS/2021/NS-168**

Item No.	Description	Qty.	Unit Rate. (Without VAT) (Rs. & Cents)	VAT (Rs. & Cents)	Total Amount (With VAT) (Rs. & Cents)
01	Flatbed Scanner	012			
02	Laser Printer	01			
03	Multi-Functional Printer	01			

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.

.....  
**Signature of the Bidder** ..... **Name of the Bidder** ..... **Date** .....

Mr. T. G. Kumaranthilake  
 Deputy Director, Procurement  
 Operations, Technical Secretariat  
 AHEAD Project  
 University of Ruhuna  
 Wellamadama, Matara

**01. Specifications for Flatbed Scanner**

SPECIFICATIONS	REQUIREMENTS	Bidders Compliance	
		Yes/No	If "No" indicate your offer
Make	Internationally Reputed Brand – Please specify		
Model	Please specify		
Country of Origin	Please specify		
Country of Manufacture	Please specify		
Type	Flat Bed Color image Scanner/Matrix CCD/Film Scan		
Light Source	White LED		
Optical Resolution	4800 x 9600 dpi		
Output resolution	1280 dpi		
Bit Depth	48(Maximum)		
Maximum Read Area	To accommodate A4, letter sizes, transparency, 35mm stripe film		
OS Support	Windows 8, 7, XP		
Preview Scan Speed	Please Specify		
Single side scan speed	Please Specify		
Scalable media	Please Specify		
Front panel button	Please Specify		
Enlargement range	Please Specify		
Connectivity	1 USB 2.0 Please Specify		
Included accessories	Please Specify		
Bundled software	Please Specify		
Other special features	Please Specify		
Warranty	All inclusive 1 year comprehensive warranty is required		
Authorization	Manufacturer authorization letter should be provided		
	Supplier should have an authorized service support center		
Drivers	Should include original drivers in CD'S		
Number of Free Services	Please specify number of Free Services carried out per year during the period of warranty		
Warranty agreement	A suitable replacement should be provided if repairing time for any brake		

**02. Specification for Laser Printer**

ICTA Version: Printers | ICT-ES-2.1V | Mono Printer | Type III

Features	Required Minimum Specification	Bidder's Compliance	
		Yes/No	If "No", Bidder's Response
Brand	(Specify)		
Model	(Specify)		
Country of Origin	(Specify)		
Country of Manufacture/Assembled	(Specify)		
Year of Manufacture	(Specify)		
Technology	Laser / Ink Tank		
Print Speed	Black Draft Text 50 PPM or above		
Print Resolution	600 × 600 dpi, 1200 × 1200 dpi (equivalent)		
Device Memory	Minimum 1GB Standard or Higher		
Input Paper Tray	500 sheets, A4 Plain Paper		
Paper Sizes	Letter, A 4, Legal		
Paper Types	Paper (bond, letterhead, plain, preprinted, recycled, rough, and light).		
Interface	USB, Fast Ethernet 10/100, Gigabit Ethernet 10/1000 & Wi-Fi		
Duplex Printing	Auto Duplex Printing		
Duty Cycle	100,000 or above		
Power Source	220 ~ 240V		
Operating Systems Support	Windows 7, Windows 10, Mac OS, Linux		
Software	Printer Driver Software with Media Kit for Windows 7, Ubuntu		
Energy Star Certificate	Quoted Model should be Energy Star ,CE Complied, ( Documentary Evidence should be Provided)		
Manufacture Experience	Manufacturer should have minimum of ten years' experience in manufacturing of the same brand. (Proof document should be attached)		
Bidders Experience	The bidder should have successfully sold the same brand for last 5 years ( Bidder should provide documentary evidence to support the above )		
Manufacturer Authorization Certificate	Manufacturer Authorization Certificate should be provided (Originals should be provided on request)		

### 03. 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		
<b>Print</b>			
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		

Mr. P. C. Rajaratne, M  
Deputy Director - Procurement  
Operations Technical Secretariat  
AMEAD Project  
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Warranty	Comprehensive on-site manufacturer authorized warranty for 36 months (Labor & Parts) Excluding Consumes. Vender should attend to the repair within 48 Hours of report of default. Replacement unit should be provided if repairs take more than 72 Hours. 7.30 a.m. to 2.30 p.m. call center Support for problem reporting and issues resolution. Bidder or its parent company or its subsidiary should have Island wide owned branch network. Documentary evidence to be provided of the following under bidders' name. (a)Address, Contact Details & Date of Commencement of each branch/regional office (Should have completed minimum of 5 years from the Date of Commencement of each branch/regional)		
Cost per Page	Should be Less than Rs.3 per page. Please specify the Price of the Ink /Toner & the Yield Certified by the Manufactures		
Warranty Information	A sticker with -Supplier name -Contact Numbers -Date of Commissioning of Hardware -Warranty period on all printers		
Brochure	Supplier should provide original brochure of make/model quoted as per above specification		

**Additional Information:**

Tonner Cost (Rs.)	
Pages per Tonner	
Developer Unit Cost (Rs.)	
Pages per Tonner	
Imaging kit unit Cost (Rs.)	
Paper per imaging Unit	

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Paper type	Plain, recycled, color, thick, coated		
<b>Connectivity and software</b>			
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		
<b>Copy</b>			
Copy speed	Please specify		
Copy resolution	600 x 600 dpi		
Maximum number of copies	Up to 999 copies or more		
<b>Scan</b>			
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		
<b>Fax</b>			
Modem speed	Up to 33.6 kbps		
Fax resolution	Up to 406 x 391 dpi		
Receive mode	Please specify		
<b>General</b>			
Memory	1 GB		

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 University of Ruhuna  
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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		

Mr. R. S. Jayasinghe  
 Deputy Director General  
 Deputy Director General  
 Operations Project Secretariat  
 University of Kelaniya  
 Wellamadama, Matara