



University of Ruhuna  
Wellamadama  
Matara

20.10.2022

The Manager,  
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**Invitation for Bids (IFB)**

**Contract: Supply and Delivery of Electrical Equipment for Department of Management & Finance, University of Ruhuna**

**IFB No - AHEAD/RA2/ELTA-ELSE/RUH/MGT/WORKS/2022/NS-225**

The Chairman, Department Procurement Committee on behalf of the University of Ruhuna invites sealed bid from you for **Supply and Delivery of Electrical Equipment** 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 October 27, 2022**. Late bids will be rejected.
04. This contract is subject to,
  - 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.
  - Entering in to the formal agreement with the University of Ruhuna.

  
20/10/2022  
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Deputy Director - Procurements,  
University of Ruhuna,  
Wellamadama,  
Matara.

Ms. D. V. L. Krishani  
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 and Delivery of Electrical Equipment for  
Department of Management & Finance,  
University of Ruhuna**

**IFB No - AHEAD/RA2/ELTA-ELSE/RUH/MGT/WORKS/2022/NS-225**

**Ms. D. V. L. Krishani  
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: <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>
<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.

<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.
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<b>13. Opening of Quotations</b>	<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**

<b>14. Clarifications</b>	<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>
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<b>15. Responsiveness of Quotations</b>	<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>
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<b>16. Evaluation of quotations</b>	<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: (a)</p> <ul style="list-style-type: none"> <li>the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(c) price adjustment due to discounts offered.</li> </ul> <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>
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<p><b>17. 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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<p align="center"><b>F: Award of Contract</b></p>	
<p><b>18. 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><b>19. 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><b>20. 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><b>21. 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 October 27, 2022.
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	If required, 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.

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## Section III: Schedule of Requirements

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

Item No.	Brief Description of the Goods	Specification and Requirements	Unit	Quantity	Delivery Period	Bidder's offered Delivery Date
1.	7/0.67mm Single Insulation Main Wire (Brown)	Annexure I	m	1600	2 weeks	
2.	7/0.67mm Single Insulation Main Wire (Blue)	Annexure I	m	550	2 weeks	
3.	7/0.67mm Single Insulation Earth Wire	Annexure I	m	550	2 weeks	
4.	100mm x 50mm PVC Casing (Polychrome or Equivalent)	Annexure I	Nos	24	2 weeks	
5.	50mm x 25mm PVC Casing (Polychrome or Equivalent)	Annexure I	Nos	32	2 weeks	
6.	740mm x 25mm PVC Casing (Polychrome or Equivalent)	Annexure I	Nos	20	2 weeks	
7.	32mm x 16mm PVC Casing (Polychrome or Equivalent)	Annexure I	Nos	12	2 weeks	
8.	6mm Wall Plugs	Annexure I	Nos	1200	2 weeks	
9.	8mm Wall Plugs	Annexure I	Nos	30	2 weeks	
10.	1" Brass Screw (Self Tapping)	Annexure I	Nos	1200	2 weeks	
11.	1 3/4" x 10mm Brass Screw	Annexure I	Nos	30	2 weeks	
12.	Insulation Tape	Annexure I	Nos	16	2 weeks	
13.	Masking Tape 1"	Annexure I	Nos	6	2 weeks	
14.	100mm Metal Cutting Disk*	Annexure I	Nos	10	2 weeks	
15.	100mm Grinder Disc (Ston or Equivalent)	Annexure I	Nos	4	2 weeks	

16.	6mm Hilty Drill Bit (Slon or Equivalent)	Annexure I	Nos	10	2 weeks
17.	16mm Hilty Drill Bit (Slon or Equivalent)	Annexure I	Nos	4	2 weeks
18.	Hacksaw Blade	Annexure I	Nos	8	2 weeks
19.	40mm Flexible Conduit	Annexure I	Nos	20	2 weeks
20.	200mm Cable Tie	Annexure I	Nos	400	2 weeks
21.	16mm <sup>2</sup> x 10mm Cable Lug	Annexure I	Nos	10	2 weeks
22.	10mm <sup>2</sup> Cable Lug	Annexure I	Nos	4	2 weeks
23.	75mm <sup>2</sup> By Metal Cable Lug	Annexure I	Nos	10	2 weeks
24.	70mm <sup>2</sup> By Metal Cable Lug	Annexure I	Nos	10	2 weeks
25.	16mm Colour Cap	Annexure I	Nos	24	2 weeks
26.	3M Scotch Tape	Annexure I	Nos	02	2 weeks
27.	16mm <sup>2</sup> Single Wire (Brown)	Annexure I	m	200	2 weeks
28.	16mm <sup>2</sup> Single Wire (Blue)	Annexure I	m'	70	2 weeks
29.	16mm <sup>2</sup> Earth Wire	Annexure I	m	70	2 weeks
30.	900 x 600 x 200 mm Fabricated MCB Box with Cover Plate. (01 Nos of 100A 4 Pole 25kA MCCB, 08 Nos of 20A 4 Pole 10kA MCCB, 4 Nos of 40A 100mA 4 Pole RCCB, Block Connections (In Bus Bar) with necessary Accessories)	Annexure I	Item	2	2 weeks
31.	450 x 450 x 150 mm Panel Board (IP 54) with 100A Four Pole MCCB.	Annexure I	Nos	1	2 weeks

Place of Delivery: Faculty of Management & Finance, University of Ruhuna, Wellamadama, Matara.

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## 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 -IV

Contract: Supply and Delivery of Electrical Equipment for Department of Management & Finance, University of Ruhuna

IFB No - AHEAD/RA2/ELTA-ELSE/RUH/MGT/WORKS/2022/NS-225

Item No.	Description	Unit	Qty.	Unit Rate. (Without VAT) (Rs. & Cents)	VAT (Rs. & Cents)	Total Amount (With VAT) (Rs. & Cents)
1.	7/0.67mm Single Insulation Main Wire (Brown)	m	1600			
2.	7/0.67mm Single Insulation Main Wire (Blue)	m	550			
3.	7/0.67mm Single Insulation Earth Wire	m	550			
4.	100mm x 50mm PVC Casing (Polychrome or Equivalent)	Nos	24			
5.	50mm x 25mm PVC Casing (Polychrome or Equivalent)	Nos	32			
6.	740mm x 25mm PVC Casing (Polychrome or Equivalent)	Nos	20			
7.	32mm x 16mm PVC Casing (Polychrome or Equivalent)	Nos	12			
8.	6mm Wall Plugs	Nos	1200			
9.	8mm Wall Plugs	Nos	30			
10.	1" Brass Screw (Self Tapping)	Nos	1200			
11.	1 3/4" x 10mm Brass Screw	Nos	30			
12.	Insulation Tape	Nos	16			
13.	Masking Tape 1"	Nos	6			
14.	100mm Metal Cutting Disk	Nos	10			
15.	100mm Grinder Disc (Slon or Equivalent)	Nos	4			
16.	6mm Hilty Drill Bit (Slon or Equivalent)	Nos	10			
17.	16mm Hilty Drill Bit (Slon or Equivalent)	Nos	4			

18.	Hackso Blade	Nos	8		
19.	40mm Flexible Conduit	Nos	20		
20.	200mm Cable Tie	Nos	400		
21.	16mm <sup>2</sup> x 10mm Cable Lug	Nos	10		
22.	10mm <sup>2</sup> Cable Lug	Nos	4		
23.	75mm <sup>2</sup> By Metal Cable Lug	Nos	10		
24.	70mm <sup>2</sup> By Metal Cable Lug	Nos	10		
25.	16mm Colour Cap	Nos	24		
26.	3M Scotch Tape	Nos	02		
27.	16mm <sup>2</sup> Single Wire (Brown)	m	200		
28.	16mm <sup>2</sup> Single Wire (Blue)	m	70		
29.	16mm <sup>2</sup> Earth Wire	m	70		
30.	900 x 600 x 200 mm Fabricated MCB Box with Cover Plate. (01 Nos of 100A 4 Pole 25kA MCCB, 08 Nos of 20A 4 Pole 10kA MCCB, 4 Nos of 40A 100mA 4 Pole RCCB, Block Connections (In Bus Bar) with necessary Accessories)	Item	2		
31.	450 x 450 x 150 mm Panel Board (IP 54) with 100A Four Pole MCCB.	Nos	1		

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

O. V. L. Krishani  
 Director - Procurement  
 Operations Technical Secretariat  
 AHEAD Project  
 University Of Ruhuna  
 Wellamadama, Malara.

### Specification of Electrical Equipment

Item No.	Description	Unit	Qty.	Brand
1.	7/0.67mm Single Insulation Main Wire (Brown)	m	1600	
2.	7/0.67mm Single Insulation Main Wire (Blue)	m	550	
3.	7/0.67mm Single Insulation Earth Wire	m	550	
4.	100mm x 50mm PVC Casing (Polychrome or Equivalent)	Nos	24	
5.	50mm x 25mm PVC Casing (Polychrome or Equivalent)	Nos	32	
6.	740mm x 25mm PVC Casing (Polychrome or Equivalent)	Nos	20	
7.	32mm x 16mm PVC Casing (Polychrome or Equivalent)	Nos	12	
8.	6mm Wall Plugs	Nos	1200	
9.	8mm Wall Plugs	Nos	30	
10.	1" Brass Screw (Self Tapping)	Nos	1200	
11.	1 3/4" x 10mm Brass Screw	Nos	30	
12.	Insulation Tape	Nos	16	
13.	Masking Tape 1"	Nos	6	
14.	100mm Metal Cutting Disk	Nos	10	
15.	100mm Grinder Disc (Slon or Equivalent)	Nos	4	
16.	6mm Hilty Drill Bit (Slon or Equivalent)	Nos	10	
17.	16mm Hilty Drill Bit (Slon or Equivalent)	Nos	4	
18.	Hacksaw Blade	Nos	8	
19.	40mm Flexible Conduit	Nos	20	
20.	200mm Cable Tie	Nos	400	
21.	16mm <sup>2</sup> x 10mm Cable Lug	Nos	10	
22.	10mm <sup>2</sup> Cable Lug	Nos	4	
23.	75mm <sup>2</sup> By Metal Cable Lug	Nos	10	
24.	70mm <sup>2</sup> By Metal Cable Lug	Nos	10	
25.	16mm Colour Cap	Nos	24	
26.	3M Scotch Tape	Nos	02	
27.	16mm <sup>2</sup> Single Wire (Brown)	m	200	
28.	16mm <sup>2</sup> Single Wire (Blue)	m	70	
29.	16mm <sup>2</sup> Earth Wire	m	70	
30.	900 x 600 x 200 mm Fabricated MCB Box with Cover Plate. The Box shall be made of 1.2mm thick Zn/Al sheet and powder coated and should be consisted with followings. Internal Wiring of the panel board should be completed. (All the MCCB and RCCB should be European/Japanese origin and equivalent to the BS Standards and items without an accredited agent in Sri Lanka shall not be accepted)  01 Nos of 100A 4 Pole 25kA MCCB 08 Nos of 20A 4 Pole 10kA MCCB 4 Nos of 40A 100mA 4 Pole RCCB Block Connections (In Bus Bar) with necessary Accessories	Item	2	
31.	450 x 450 x 150 mm Panel Board (IP 54) with 100A Four Pole MCCB. The Box shall be made of 1.2mm thick Zn/Al sheet and powder coated. Purpose- To connect the bundle cable and copper cable.	Nos	1	