

Tender No:

UHKDU/PRO/SOGE/SVS/0473/ 2022



UNIVERSITY HOSPITAL
General Sir John Kotelawala Defence University

University Hospital Kotelawala Defence University
Werahara ,Boralesgamuwa
Sri Lanka
T:Phone: 0112044555
Fax: 0112044592
Web:

21 /06 / 2023

INVITATION TO BID AND GENERAL CONDITIONS OF TENDER

1. The Vice Chancellor of the General Sir John Kotelawala Defence University, as the Chairman, Department Procurement Committee invites Bid/s from prospective Bidders for Service of bystanders two years.

2. **CLOSING DATE & TIME.** The tender will close at 1400 hrs on **28/06/2023** Any Bid submitted after the closing time of the tender will be rejected & unopened such bids will be returned to the bidder.

3. **VALIDITY OF BID.** The bid submitted under this tender **must be valid for a period of 120 days from the date of closing of tender.**

4. **BID BOND / GUARANTEE.**

(a) If the quoted bid value exceeds Rs: 2,000,000.00, such Bids should be accompanied with 1% of Bid Value an “on demand” and “unconditional” Bid Bond/Guarantee for a sum of **Rs:** in the format given in Annex “C” through a recognized local Bank or Insurance Company registered in Sri Lanka which is authorized by the Insurance Board of Sri Lanka to issue such Bid Guarantees. All Bid Bond/Guarantees should be valid for at least 30 days more than the validity period of bids, ie, for 150 days from the date of Bid opening. **Cheques will not be accepted as Bid Guarantee.**

(b) Submission of insufficient Bid Bond/Guarantee value or period will be considered as a “**major deviation**” and such offer will not be considered for further procurement action and will be rejected.

5. **VALUE ADDED TAX.** The Bidders who bid for locally delivered items must have the VAT registration. The VAT portion must be shown separately in the price schedule in Annex “A” and VAT registration number must be indicated. If the quoted item is exempted from VAT or Bidding Company is not liable for VAT, reference number and date of relevant Act number/Gazette notification/a certificate (as applicable) **issued for the current financial year** from the Commissioner General of Inland Revenue to that effect should be submitted along with the Bid.

6. **BID SUBMISSION.** The **bidder must duly sign at the last page (before Annexes) of this document** indicating the name of the signatory and the name of the company & place the company common seal to confirm the acceptance of tender conditions. **The Bid/s that do not include authorized signature will be rejected.** The Bid/s duly signed by the bidder enclosed and sealed in an appropriate cover addressed to the following address should be sent by registered post or could be deposited in the **appropriate tender box placed at University Hospital Kotelawala Defence University, Werahara** (at the Main Entrance of University Hospital Kotelawala Defence University) on or before the time & date specified for the closing of tender. **The tender reference number, date & time of closing tender should be indicated & underlined at the top left corner of the envelop.**

Tender Ref No
Closing Date & Time :hrs on **28/06/2023**.....

The Chairman,
Department Procurement Committee,
University Hospital Kotelawala Defence University,
Werahara,
Sri Lanka.

7. The Bid/s must be submitted in the attached schedule of prices in Annex “A” as applicable. However, bidders could use similar formats prepared with their own letter heads with all the details mentioned therein and submit in **three copies along with duly signed copy of a General Conditions of tender.** The Bid/s must contain **Technical Literature, Pamphlets, Drawings and Quality Standard Certificate etc** necessary to determine characteristics of items offered and in case of Machinery/Vehicles & Equipment, servicing and workshop data/after sales service, back up facilities or any other facilities provided by the supplier.

8. **SUBMISSION OF SAMPLES/PAYMENT OF TESTING CHARGES.**

When it is required to submit samples, **every offer** must be accompanied with pre - marked samples. The marking of samples **indicating the Bidder & Offer number** must be done and the samples must be handed over to the officer at same place where tender box is placed **on or before the closing date & time of the Bid.** Samples submitted after closing time of the Bid will be rejected. The documents such as Air Way Bills etc, will not be accepted in place of samples. When the testing charges are required to be paid, bidders shall pay testing charges separately **for all offers** indicated in their bid/s.

(1) **Samples.** Please submit samples.

(2) **Testing Charges.** A sum of Rs. **per offer** must be paid to the Bursar of KDU, prior to the submission of bid and a copy of the receipt must be annexed to the bid. It is the responsibility of bidder to inform the Cashier of the Account Office to note the tender number on the receipt issued for such payments.

8. **BID OPENING.** All duly received bids **will be opened immediately after the scheduled closing time of Bids at the same venue.** Bidders or their accredited agents could be present at the time of opening of bids.

9. **PRICES.**

For locally delivered items (including locally manufactured items & foreign items imported by the bidders) price must be quoted in Sri Lankan Rupees, inclusive of all charges for delivery of items to University Hospital General Sir John Kotelawala Defence University Werahara., **Unit price, VAT and Total price should be clearly indicated in schedule in Annex “A”.** Other than VAT, all other type of taxes (eg : NBT, BTT, etc.) should not be indicated separately and should be included in unit price.

10. **RESTRICTED TENDERS.**

Invitation to Bids are circulated among the registered suppliers with Ministry of Defence (MOD), only bids submitted by registered suppliers will be allowed for consideration. However, Chairman, Department Procurement Committee reserves the right to invite the bids from multiple combinations of Procurement Methods as stipulated in Chapter III of the Government Procurement Guideline, 2006 to ensure highest competitiveness.

11. **PERFORMANCE BOND/GUARANTEE.** A successful bidder shall furnish a Performance Bond/Guarantee in the form of "On Demand" & "Unconditional" Bank/Insurance Guarantee for a sum equivalent to 10% of the contract value for every contract that exceeds Rs. 2,000,000.00 or equivalent amount in foreign currency through a recognized Commercial Bank registered in Sri Lanka or through an Insurance Company authorized by the Insurance Board of loss resulting from the supplier's failure to complete his performance obligations under the contract. If the contracted supplier fails to deliver the items Sri Lanka to issue such Performance Guarantee for this purpose, **within two weeks from the date of notification of award.** The proceeds of the Performance Bond/Guarantee shall be payable to the Vice Chancellor of the General Sir John Kotelawala Defence University as compensation for any o

12. time or fails to complete the works as per the agreed contract, **THE TOTAL VALUE OF THE PERFORMANCE BOND/GUARANTEE** will be forfeited. If only partial delivery is made during the agreed contract period, the corresponding value percentage of undelivered quantity from the Performance Bond/Guarantee will be forfeited.

13. **SIGNING OF CONTRACT.** The notification of award will be transmitted to the successful bidder by post, by fax or e-mail. This notification constitutes the formation of the contract. The successful bidder should submit his written acceptance for the award and performance bond / guarantee (For awards over Rs. 500,000.00 without VAT) within 14 days of receipt of such notification. Upon acceptance of the award and furnishing of the Performance Bond/Guarantee, the successful bidder will have to enter into a formal contract with the Vice Chancellor of the General Sir John Kotelawala Defence University by signing the Contract.

14. **DELIVERY.** Preference will be given for early delivery. In case of bulk supplies for locally manufactured items, the delivery of **total quantity must be completed within 120 days of signing of contract,** unless mutually agreed for extended delivery period with University Hospital Kotelawala Defence University. **The bidder/s must indicate the proposed delivery schedule in Annex "E".** In the event of placing a purchase order with the successful bidder, the total quantity so ordered must be supplied as one consignment unless part deliveries are agreed upon in the contract. The deliveries not made as per agreed delivery schedule will be considered as bad performances by the suppliers and **no extended delivery period will be authorized.** Under extreme unavoidable conditions too, the Chairman, Department Procurement Committee (Vice Chancellor of the General Sir John Kotelawala Defence University) reserves the right to grant or refuse delivery period extensions only within the current financial year with or without liquidated claim for delayed deliveries and that decision will be final.

15. **LIQUIDATED DAMAGES.** In case of delivery period extensions requested by the successful bidder, a sum equivalent to 2% of the total value of the delayed supply per delay of one week or part thereof may be deducted from the payment due to the supplier from the University Hospital General Sir John Kotelawala Defence University as liquidated damages up to the maximum limit of 10% of the total value of delayed supplies.

16. **PAYMENT TERMS FOR LOCALLY DELIVERED ITEMS.** Payment will be made after acceptance of items which should be subjected to a pre-acceptance inspection/testing by University Hospital General Sir John Kotelawala Defence University authorities. The delivery made to University Hospital should not be considered as quantities taken over by University Hospital General Sir John Kotelawala Defence University until items are properly accepted after pre-acceptance inspection. Any item that does not conform to the specifications or already approved sample will be rejected & it is the responsibility of the supplier to remove them from University Hospital stores/premises within 07 working days of such intimation (either verbal or written) at his own cost and replace them with items conforming to specification within one month of such rejection. The bidder shall allow approximately 60-90 days period of credit from the date of acceptance of items for Account Office, University Hospital General Sir John Kotelawala Defence University to obtain liquid cash from General Treasury & release the payment.

RIGHTS OF THE PROCUREMENT COMMITTEE. The Department Procurement Committee reserve the right to accept or reject whole or part of this tender and their decision will be final. The successful bidders will be notified. Information with regard to rejected or unsuccessful bids will not be communicated

Thanking You,
Yours faithfully,


JMSR Jayawardana
Lieutenant Commander (S)
PROCUREMENT MANAGER
For Vice Chancellor
University Hospital Kotelawala Defence University

I/We agree to abide by the conditions of tender and undertake to supply the items as per delivery schedule mentioned in the contract, in the event of an order been placed with me/my firm/company as a result of this tender.

..... Signature
..... Name of Signatory

.....Name of the Company/Bidder

Date :-

Compa

FILE NO - UHKDU/PRO/SOGE/SVS/0473/2022

SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS

S/N	ITEMS	UNIT	QTY	MONTHLY RENT FEE TO HOSPITAL (SLRS)	TOTAL PRICE FEE FOR 24 MONTHS (SLRS)
01	BYSTANDER SERVICE FOR UHKDU Following compulsory details to be indicated (Unit Charge for one patient per one day)				
	Service conditions and qualification criterion are attached here with Annex "B"				
	TOTAL				
	DISCOUNT				
	TOTAL(AFTER DISCOUNT)				
	VAT %				
	GRAND TOTAL				

NOTE : PLEASE IF POSSIBLE PRICE FORWARD YOUR QUOTATION THOROUGH YOUR COMPANY LETTER HEAD.

1. Validity : 120days from the date of closing of tender
2. VAT Registration No. :
3. Name of the Company :
4. Signature of Bidder :
5. Date. :
6. MOD registered No. : Company Seal :


PROCUREMENT MANAGER
 University Hospital
 General Sir John Kotelawala Defence University
 Werahera

උපස්ථායක සේවා සපයන ආයතනයන් විසින් සැලකිලිමත් විය යුතු කරුණු

අ. උපස්ථායක සේවා සැපයීමට ඉදිරිපත් වන ආයතනය රජයේ ලියාපදිංචි ආයතනයක් විය යුතු අතර ඒ සම්බන්ධයෙන් උපස්ථායක සේවයෙහි (විශේෂයෙන් රෝහල් ක්ෂේත්‍රයෙහි) වන පළපුරුද්දක් තිබිය යුතු බවත් ඔවුන් විසින් **ක්ෂේත්‍රයේ අවම වසරක පළපුරුද්ද** පිළිබඳව වන තහවුරු කල හැකි ලිපි ලේඛණ ඉදිරිපත් කරමින් (මීට පෙර රෝහල් සමග වළඹී ගිවිසුම් වල සහතික කල පිටපත්) ගිවිසුම් ගතවීම සිදුකල යුතුය

ආ. උපස්ථායක සේවා සැපයීම සඳහා ආයතනය විසින් උපස්ථායකයින් (Bystanders) සහ අදාල වේ නම් අධීක්ෂකවරුන් (Supervisors) බඳවා ගැනීමේදී පහත පරිදි ඔවුන්ගේ ශාරීරික යෝග්‍යතාවය, අධ්‍යාපන සුදුසුකම්, ක්ෂේත්‍රයේ පළපුරුද්ද සහ වෙනත් මූලික බඳවාගැනීමේ සීමාවන් පිලිබඳව සැලකිලිමත් වෙමින් කොන්දේසි සකස් කල යුතුය.

• ශාරීරික යෝග්‍යතාව

උපස්ථායක සේවය සඳහා බඳවා ගැනෙන සියලු කාර්යය මණ්ඩලයන් වයස අවුරුදු ෫෨ අට (18) වැඩි සහ අවුරුදු ෫෫ පහත (50) නොඉක්මවූ මනා සෞඛ්‍යය තත්වයකින් හෙබි (අධාධිත නොවන) අයවලුන් විය යුතුය.

• අධ්‍යාපන සුදුසුකම්

කම්කරු අමාත්‍යාංශයේ තත්කාලීන බඳවා ගැනීමේ පටිපාටියට අනුකූලව අවශ්‍ය අවම අධ්‍යාපන සුදුසුකම් සපුරා ඇති අයවලුන් විය යුතුය.

• ක්ෂේත්‍රයේ පළපුරුද්ද

උපස්ථායක ක්ෂේත්‍රයේ (විශේෂයෙන් රෝහල් සම්බන්ධයෙන්) පළපුරුද්ද ඇති අයවලුන් කෙරෙහි ප්‍රමුඛතාවය ලබාදිය යුතුය.

• වෙනත්

රජයේ සන්නද්ධ සේවාවන් සහ පොලීසියේ සේවාවෙන් නීත්‍යානුකූල නොවන පරිදි සේවය හැර ගිය පුද්ගලයින් සේවයට බඳවා ගැනීමට කටයුතු නොකල යුතු අතර ඒ බවට ගිවිසුම් ගතවන ආයතනය තහවුරු කල යුතුය. (ඒ සඳහා අවශ්‍ය විටක ඉදිරිපත් කිරීම වෙනුවෙන් අදාල ආයතන විසින් ඔවුන්ගේ ලිපිගොනුවන්හි තහවුරු පොලිස් චාරිතාවන් ගොනු කර තිබිය යුතුය)

ඇ. දෛනිකව උපස්ථායක සේවාව ආවරණය කිරීම සඳහා ආයතනය විසින් යොදවන ලද උපස්ථායකයින් සංඛ්‍යාව, වම කාර්යය මණ්ඩලය දිවා රාත්‍රී ලෙස සේවා මුරයන් සඳහා යොදවන ආකාරය පිළිබඳවත් දිනක් සඳහා එක් රෝගියෙකුගෙන් උපස්ථායකයෙකු විසින් අයකරගැනීමට අපේක්ෂිත මුදල උපරිමය රු.2750.00 යටත් විය යුතු අතර එයට සමගාමීව රෝහල සඳහා මාසිකව ලබාදීමට අපේක්ෂිත මුදල සටහන් කල යුතුය.


ඈ. උපස්ථායක සේවය ලබා දීමේදී දෛනික සේවා මුරයක් තුළදී ආවරණය වන පැය ගණන සහ එක් වරකදී උපස්ථායකයෙකු විසින් උපස්ථායක සේවාව සැපයීම සඳහා භාරගන්නා උපරිම රෝගී සංඛ්‍යාව පිලිබඳව වන සීමාවන්, කොන්දේසින් ඉතා පැහැදිලිව දැක්විය යුතුය.

ඉ. උපස්ථායක සේවාවක් සැපයීම වෙනුවෙන් අදාල ආයතනය විසින් කොතලාවල ආරක්ෂක විශ්ව විද්‍යාල රෝහල සඳහා මාසිකව ලබාදෙනු ලබන මුදල සඳහන් කල යුතුය.

ඊ. උපස්ථායක සේවා සැපයීමට ඉදිරිපත් වන ආයතනය සිය කාර්යය මණ්ඩලය (Bystanders, Supervisors) රජකාරීන්හි යොදවන සෑම අවස්ථාවකම ඔවුන් පැහැදිලිව හඳුනාගත හැකි වන පරිද්දෙන් ආයතනයේ අත්‍යතාවය පිලිබිඹු වන, ආයතනය විසින් සැපයෙන හිමුදුන් සැරසී විශ්වවිද්‍යාල රෝහල විසින් නිකුත් කරනු ලබන හඳුනාගැනීම (කරෙහි පළදින) පැලඳ රාජකාරීන්හි නිරත වීමට උපදෙස් ලබා දිය යුතුය.

උ. උපස්ථායක සේවා සැපයීමට ඉදිරිපත් වන ආයතනය මගින් එහි කාර්යය මණ්ඩලයෙහි පෞද්ගලික සෞඛ්‍යාරක්ෂාව පිලිබඳව සැලකිලිමත් වෙමින් සෞඛ්‍ය අවධානම් අවස්ථාවලදී ඒ සඳහා අවශ්‍ය වන පහත දැක්වෙන පුද්ගලික ආරක්ෂක අයිතම් (PPE) සැපයීම සහ ඒවායෙහි ප්‍රමිතිය පිලිබඳව සොයාබැලීම සඳහා ක්‍රමවේදයක් සකස් කල යුතුය.

- ආරක්ෂිත හිස්වැසුම් සහ ඇඳුම් (Cover Overall / Head Cap)
- මුහුණු ආවරණ (Face Mask)
- විෂබීජ නාශක දියර (Sanitizer)


PROCUREMENT MANAGER
 University Hospital
 General Sir John Kotelawala Defence Academy
 (Anuradhapuram)

හ. ප්‍රතිකාර ලබන්නන් විසින් කෙරෙන සේවා ඇගයීම්, යෝජනා සහ පැමිණිලි සටහන් කිරීම වෙනුවෙන් අදාල වාර්ථවන්නි සටහන් පොතක් (Complaints Book or Complaints Box) තැබීමටත්, එම අගයකිරීම්, යෝජනා යම් ක්‍රම වේදයකට අනුව (සති අන්ත/මාසික ලෙස) සලකා බලමින් උපස්ථායක සේවාවේ අධීක්ෂණ මට්ටමේ නිලධාරීන් හරහා වඩා යහපත් සේවාවක් සඳහා අවශ්‍ය වන දැනුවත් කිරීම්, උපදෙස් ලබාදීම් සහ අගය කිරීම් සිදු කිරීමට සුදුසු ක්‍රමවේදයන් සකස් කල යුතුය.

ආ. රට තුල පැන නගින විශේෂ, හදිසි අවස්ථාවන් වලදී රජය විසින් **සෞඛ්‍ය සේවාව අත්‍යවශ්‍ය සේවාවක් ලෙස නම් කෙරේ නම්** රෝහලෙහි උපස්ථායක රාජකාරීන් වලට අදාලව කටයුතු කරනු ලබන දෛනික කාර්යය මණ්ඩලය සඳහා රෝහල වෙත පැමිණීමට ප්‍රවාහන පහසුකම් සැපයීම අදාළ ආයතනය මගින් සපයා දිය යුතුය.

ඇ. ගිලනුන් සඳහා සුභද්‍රව ආමන්ත්‍රණය කිරීම,කාරුණිකව සැලකීම, ඔවුන්ට ප්‍රතිකාර කිරීම සඳහා හෙද හෙදියන්ට උදව් කිරීම, පෞද්ගලිකව සන්නිකයේ විශහැකි ආයින්තම්, උපකරණ (Personal Belongings) සම්බන්ධයෙන් රැකිය යුතු විශ්වසවන්ත භාවය,රාජකාරියේ නිරතවීමේදී තමාගේ පිරිසිදු භාවය සහ ප්‍රසන්නතාවය මෙන්ම ආයතනයේ උපකරණ සහ ජලය විදුලිය වැනි අනෙකුත් පොදු පහසුකම් භාවිතයේදී පැවතිය යුතු පෞද්ගලික විනය නිසි පරිදි පවත්වාගෙන යාමට ආයතන ප්‍රධානියා විසින් අදාල සේවකයන් දැනුවත් කිරීමට වග බලා ගත යුතුය .

ඈ. නුසුදුසු හැසිරීම් ඇති අය හෝ මත්පැන්/ මත් ද්‍රව්‍ය භාවිතා කරනු ලබන අය උපස්ථායක/ උපස්ථායිකා වශයෙන් සේවයේ යොදවනු ලැබුවහොත් එම උපස්ථායක ආයතනයන් අපලේඛණය (Black List) කිරීම සඳහා රෝහල් පරිපාලනයට හැකියාවක් ඇත.


PROCUREMENT MANAGER
University Hospital
General Sir John Kotelawala Defence University
Werahera

SPECIMEN FORM OF BID SECURITY

By this Bond we (hereinafter called "the Bidder") and We (name of bank or insurance company) whose registered office is at (hereinafter called "the Surety") are held and firmly bound onto (hereinafter called the Authority") in the sum of for the payment of which sum the Bidder and the Surety bind themselves their successors and assigns jointly and severally by those presents.

Whereas the authority has invited the Tender and other persons to compete tenders in similar terms for the supply of and to submit the same for the consideration of the Authority, and the Bidder proposes to submit to the Authority a Bid (hereafter called "the Bid") in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honour certain obligations to be undertaken by him in the Tender in accordance with the following conditions.

Now the Conditions of this Bond are:

- (a) That it shall remain in full force and effect until the earliest of
 - (i) (Date), being () days from (submission date), the date stipulated by the Authority for the submission of tenders, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing.
 - (ii) In the event of acceptance of the Tender by the Authority, the date upon which the Bidder provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
- (b) Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand from the Authority stating that.
 - (i) The Bidder has withdrawn his Tender during the validity of this Bond, or
 - (ii) The Bidder has failed to provide a performance security to the Authority in accordance with the terms of the tender within 14 days from receipt of intimation of award of the Tender.

No alteration in the terms of the Tender, nor any forbearance of forgiveness in or in respect of neither any matter or thing concerning the Tender on the part of the Authority, nor any objection from the bidder shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Bidder.

This Bond shall be governed by the laws of Sri Lanka

I executed as a deed on this () day of () 20 ()

For and on behalf of the Bidder

For and on behalf of the Surety

Signed by -----

Signed by -----

In the capacity of -----

In the capacity of -----

and by -----

and by -----

In the capacity of -----

In the capacity of -----

Seal (where applicable)

Seal (where applicable)


PROCUREMENT MANAGER
 University Hospital
 General Sir John Kotelawala Defence University
 Werahera