

Tender No:

UHKDU/PRO/SOGE/SVS/0203/2024

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.....



University Hospital Kotelawala Defence University  
Werahara ,Boralessgamuwa  
Sri Lanka  
T:Phone: 0112044555  
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Web:

25/ 06/ 2024.

**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 Agreement on Elevator Maintenance

2. **CLOSING DATE & TIME.** The tender will close at 1400 hrs on 03/07/2024 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 :** UHKDU/PRO/SOGE/SVS/0203/2024  
**Closing Date & Time :** 03/07/2024

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.

9. **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.

10. **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.

11. **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.

**12 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 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.

**17. 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,



PROCUREMENT MANAGER (GEN)  
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 :- ..... Company seal

FILE NO - UHKDU/PRO/SOGE/SVS/0203/2024

**SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS**

| S/N | ITEMS  | UNIT | QTY | MONTHLY MAINTENANE FEE | TOTAL MAINTENANCE FEE (06 MONTH) |
|-----|--|------|-----|------------------------|----------------------------------|
|     | <b>Service agreement on elevator maintenance</b> |      |     |                        |                                  |
| 01  | <b>Main Hospital Building</b>                    |      |     |                        |                                  |
|     | a.Type of Elevator                               | Nos  | 26  |                        |                                  |
|     | b.Type of Escalator                              | Nos  | 02  |                        |                                  |
| 02  | <b>Ancillary Building</b>                        |      |     |                        |                                  |
|     | a.Type of Elevators                              | Nos  | 13  |                        |                                  |
|     | <b>TOTAL</b>                                     |      |     |                        |                                  |
|     | <b>DISCOUNT</b>                                  |      |     |                        |                                  |
|     | <b>TOTAL(AFTER DISCOUNT)</b>                     |      |     |                        |                                  |
|     | <b>VAT 18 %</b>                                  |      |     |                        |                                  |
|     | <b>GRAND TOTAL</b>                               |      |     |                        |                                  |

NOTE : IF POSSIBLE FORWARD YOUR PRICE QUOTATION WITH YOUR COMPANY LETTER HEAD

2. a. validity : 49 days from the date of closing of tender
3. VAT Registration No. : .....
4. Name of the Company : .....
5. Testing Charges Paid. : Rs.....  
Receipt No and Date : .....
6. Signature of Bidder : .....
7. Date. : .....
8. MOD registered No. : ..... Company Seal : .....

M. Koswaththa  
 Sign Ldr  
 Procurement Officer (Med)  
 University Hospital - Wolarahera  
 Rajarajawadee Deemed to be University



**DELIVERY SCHEDULE**

(IT IS MANDATORY TO FILL THE FOLLOWING SCHEDULE BY THE BIDDER) TENDER NO :

ITEM : ..... QTY :  
.....

| DURATION                      | QTY |
|-------------------------------|-----|
| EX STOCK QTY (WITHIN 01 WEEK) |     |
| 01MONTH                       |     |
| 02 MONTHS                     |     |
| 03 MONTHS                     |     |
| 04 MONTHS                     |     |
| <b>TOTAL</b>                  |     |

NAME OF THE BIDDER : .....

SIGNATURE OF BIDDER : .....

DATE : .....

COMPANY SEAL : .....

M. Koswaththa  
Supt Ldr  
Procurement Officer (Med)  
University Hospital - Worahera  
Sri Lanka Dental University  
18/05

**ANNEX "C"**

**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 form 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)

M. Koswaththa  
In Ldr  
Procurement Officer (Med)  
University Hospital - Werahera  
Sri Lanka Defense University



**WORK SCOPE OF THE MAINTAINANCE CONTRACT FOR  
ELEVATORS & ESCALATORS FITTED AT UHKDU**

1. University Hospital – KDU (UHKDU) currently consists with 39 No’s of elevators and 02 No’s of escalators which are fitted in main hospital building and ancillary buildings. Therefore, UHKDU plans to call bids for Maintenance contract for period of 06 months for service and maintenance of relevant units from reputed firms.
2. Competitive bidders to study the work scope given by the UHKDU and to be quote accordingly. Bidder should indicate suggested work scope if required. Moreover, substantive bidders should be able to provide service demonstration in case the evaluation board demands.
3. Equipment list installed in each and every location has been given below. Therefore, bidder should provide 02 separate Maintenance contract prices for following two sections to use during the evaluation.

a. Main Hospital Building

| Sr.No. | Location               | Type of elevator       | Type of escalator |
|--------|------------------------|------------------------|-------------------|
| 01     | Main hospital building | L01 (1600 Kg) 10 stops | E01 – 18.6 Feet   |
| 02     |                        | L02 (1600 Kg) 10 stops | E02 – 18.6 Feet   |
| 03     |                        | L03 (1600 Kg) 10 stops |                   |
| 04     |                        | L04 (1275 Kg) 10 stops |                   |
| 05     |                        | L05 (1275 Kg) 10 stops |                   |
| 06     |                        | L06 (1275 Kg) 10 stops |                   |
| 07     |                        | L07 (1275 Kg) 10 stops |                   |
| 08     |                        | L08 (1275 Kg) 10 stops |                   |
| 09     |                        | L09 (1275 Kg) 10 stops |                   |
| 10     |                        | L10 (1600 Kg) 10 stops |                   |
| 11     |                        | L11 (1600 Kg) 10 stops |                   |
| 12     |                        | L12 (1600 Kg) 11 stops |                   |
| 13     |                        | L13 (1275 Kg) 04 stops |                   |
| 14     |                        | L14 (1275 Kg) 04 stops |                   |
| 15     |                        | L15 (1275 Kg) 04 stops |                   |
| 16     |                        | L16 (2000 Kg) 04 stops |                   |
| 17     |                        | L17 (2000 Kg) 04 stops |                   |
| 18     |                        | L18 (1600 Kg) 11 stops |                   |
| 19     |                        | L19 (1600 Kg) 11 stops |                   |
| 20     |                        | L20 (2000 Kg) 04 stops |                   |
| 21     |                        | L21 (2000 Kg) 04 stops |                   |
| 22     |                        | L22 (1600 Kg) 04 stops |                   |
| 23     |                        | L23 (1600 Kg) 04 stops |                   |
| 24     |                        | L24 (2000 Kg) 02 stops |                   |
| 25     |                        | L25 (400 Kg) 02 stops  |                   |
| 26     |                        | L26 (400 Kg) 02 stops  |                   |

M. Koweththa  
 Senior Lecturer  
 Procurement Officer (Med)  
 University Hospital - Werahera  
 Rajarajawadee University

**PGD Godakanda**  
 Lieutenant Commander (L)  
 Senior Electrical Engineer (Maintenance)  
 University Hospital - KDU

b. Ancillary Building

| Sr.No. | Location         | Type of elevator       |
|--------|------------------|------------------------|
| 01     | Service building | L01 (2000 Kg) 03 stops |
| 02     | 6.3 Building     | L01 (1050 Kg) 07 stops |
| 03     |                  | L02 (1050 Kg) 07 stops |
| 04     | 6.5 Building     | L01 (1150 Kg) 03 stops |
| 05     |                  | L02 (1150 Kg) 03 stops |
| 06     |                  | L03 (1150 Kg) 03 stops |
| 07     |                  | L04 (1150 Kg) 03 stops |
| 08     | 6.8A Building    | L01 (1050 Kg) 05 stops |
| 09     |                  | L02 (1050 Kg) 05 stops |
| 10     | 6.8B Building    | L01 (1050 Kg) 05 stops |
| 11     |                  | L02 (1050 Kg) 05 stops |
| 12     | 6.9 Building     | L01 (800 Kg) 07 stops  |
| 13     | 6.11 Building    | L01 (800 Kg) 09 stops  |

4. The Maintenance contract should be under the labor only category. Relevant spares should be installed during the schedule as well as during breakdowns and payments for those will be done accordingly as per the price schedule given by the bidder. Bidder should submit relevant invoices with 30 days of credit period as payment term.
5. Site visit can be arranged before forwarding the bids and Senior Electrical Engineer(M)-UHKDU and staff will incorporate with a technical briefing and other information required during the site visit.
6. Bidder should indicate spare part list required to carry to out preventive and corrective maintenance along with their price list which should be valid in the duration of contract agreement.
7. Spare parts should be provided by service provider and should carry reasonable warranty condition from the date of replacement. However, UHKDU has the authority to decide the purchasing of spare parts from the bidder or local market after surveying the prevailing market prices in case by case.
8. Bidder's representative should be available in the premises within three (03) hour when a breakdown occurs and attend repairs immediately.
9. Service and maintenance work to be carried out by qualified technical staff.
10. Bidder to indicate past works experiences on respective field with proving documents.
11. The agreement will be valid for 06 calendar months from the day it is signed. Continuing the contract will be considered by the UHKDU after evaluating the performance by the bidder end of every contract period.
12. Bidders shall indicate any special comments/suggestions along with the bid document.
13. Payment will be done in quarter basis, 50% of total contract price at each quarter.

M. L. Koswaththa  
 Sr. Ldr  
 Procurement Officer (Med)  
 University Hospital - Wolaraha  
 Rajarajeshwari Defence University



**FGD Goodkanda**  
 Lieutenant Commander (i)

14. Preventive and corrective maintenance should include followings.

- a. Examine the elevator and make sure no major problems to the elevator (examine all safety points) if any major problem is identified should take all steps to rectify and repair on time and inform same to the client. It shall include the replacement of component that are defective and the service, cleaning, paint work, lubrication, calibration, etc.
- b. All material used such as lubricant, contact cleaner, cleaning materials and the ancillary services provided in the course of preventive or corrective maintenance visit to be bear up by the service provider. If any spare parts needed to complete the repair, then proforma invoice to be forwarded within 03 working days from the time of the complain been made and the price to be quoted according to the price list given by the service provider in the initial stage for specific spares.
- c. Car door and landing doors adjustments. Ensure the doors can open and close freely.
- d. Check the elevator cables for signs of wear.
- e. Repair, or replace regular consumable items such as fuse, lights etc
- f. Machine room floor to be swept clean on every maintenance visit.
- g. Car Top – Dusting and cleaning, sweeping on all the visits.
- h. Cleaning the pit
- j. Within the period of the agreement the service provider to undertake at least one preventive maintenance visit per each month in respective of each unit. Should maintain detail maintenance record and it should be forwarded to Senior Electrical Engineer(M)-UHKDU.

16. Service prover should arrange cable survey and quality check in order to ensure the safe operation of the unit during the period of maintenance agreement.

**PRICES TO BE INDICATED IN THE FOLLOWING TABLE**

| Sr. No.            | Location               | Maintenance contract price for six months (Rs.) |
|--------------------|------------------------|---|
| 01                 | Main Hospital Building |   |
| 02                 | Ancillary Building     |   |
| <b>TOTAL (Rs.)</b> |                        |   |

M. Koswaththa  
 Procurement Officer (Med)  
 University Hospital - Worahera  
 Rajaraja Durgam University



**PGD Godakanda**  
 Lieutenant Commander (L)  
 Senior Electrical Engineer (Maintenance)  
 University Hospital - Worahera