

Tender No:

UHKDU/PRO/SOGE/IT/0381/2024



University Hospital Kotelawala Defence University
Werahara ,Boralesgamuwa
Sri Lanka
T:Phone: 0112044555
Fax : 0112044592
Web:mmc53uhkdu@gmail.com

04 /10 /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 Purchase Of HP Smart Tank 580 All In One Printer.

2. CLOSING DATE & TIME. The tender will close at 1400 hrs on 23 / 10 / 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 No
Closing Date & Time :1400 hrs on 23 / 10 / 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.

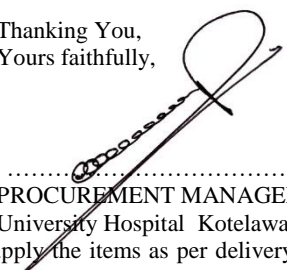
14. DELIVERY. Preference will be given for early delivery. In case of bulk supplies for locally manufactured items, the delivery of **total quantity must be completed within 120 days of signing of contract**, unless mutually agreed for extended delivery period with University Hospital Kotelawala Defence 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,



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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.....

SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS

Table with 6 columns: S/N, ITEMS, UNIT, QTY, PRICE EACH SLRS, TOTAL PRICE SLRS. It lists items like HP Smart Tank 580 All In One Printer and 650W Ups, followed by summary rows for TOTAL, DISCOUNT, VAT 18%, and GRAND TOTAL.

- 2. a. Warranty period :
b. Validity : 49 days from the date of closing of tender
c. Payment term : credit
d. Country of Manufacture :
e. Brand name :

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 :

Handwritten signature and stamp of the Procurement Manager at St. John's Kotelawala Defence University.

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Functions	Print, copy, scan
Recommended monthly page volume	400 to 800
Print quality black (best)	Up to 1200 x 1200 rendered dpi
Print quality color (best)	Up to 4800 x 1200 optimized dpi color (when printing from a computer and 1200 input dpi)
Print languages	HP PCL 3 GUI; HP PCLm (HP Apps/UPD); URF (AirPrint)
Print technology	HP Thermal Inkjet
Connectivity, standard	1 Hi-Speed USB 2.0 (device); 1 Wi-Fi 802.11b/g/n; 1 Wi-Fi Direct
Mobile printing capability	HP Smart app; Apple AirPrint; Mopria Print Service; HP Print Service Plugin (Android printing); Wi-Fi Direct Printing 2
Network capabilities	Yes (via WiFi)
Wireless capability	Yes, built-in Wi-Fi 2.4G, Wi-Fi Direct
Wireless technologies	802.11b/g/n
Minimum System Requirements for Macintosh	Apple® macOS v10.15 Catalina, macOS v11 Big Sur, macOS v12 Monterey; 2 GB HD; Internet required
Minimum System Requirements	Microsoft® Windows® 11, 10; Internet connection, Microsoft® Internet Explorer or Edge.
Digital sending standard features	Scan to file (from software); HP Smart Tasks
Display	33 segments + 1.2-inch iCON LCD Display
Processor speed	980 MHz
Maximum Memory	64MB
Memory	64 MB Integrated DDR1
Compatible Operating Systems	Windows 11; Windows 10; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; macOS 13 Ventura; macOS 14 Sonoma (Microsoft Windows 11, 10; macOS v10.15 Catalina, macOS v11 Big Sur, macOS v12 Monterey; macOS v13 Ventura; macOS v14 Sonoma; Android; iOS)
Paper handling input, standard	100-sheet input tray
Paper handling output, standard	30-sheet output tray
Finished output handling	Sheetfed
Media types	Plain paper, Matte Brochure Papers, Glossy Brochure Papers, Photo papers, Envelopes, Other specialty inkjet papers
Media sizes supported	A4; B5; A6; DL envelope, legal
Media sizes, custom	88.9 x 127 to 215.9 x 355.6 mm
Media weight, recommended	75 g/m ²
File Format Supported	JPG; PDF
Scanner type	Flatbed only
Scan file format	JPG; PDF; PNG; TIFF; HEIF
Enhanced scanning resolution	Up to 1200 dpi
Scan resolution, optical	Up to 1200 dpi
Scan resolution, hardware	Up to 1200 x 1200 dpi
Scan size, maximum	216 x 297 mm
Scan technology	Contact Image Sensor (CIS)
Copy speed black (ISO)	Up to 10 cpm 3
Copy speed color (ISO)	Up to 2 cpm 3
Copy resolution (black text)	Up to 600 dpi
Copy resolution (color text and graphics)	Up to 600 x 600 dpi
Copy resolution (black graphics)	Up to 600 dpi
Copies, maximum	Up to 99 copies
Copy reduce / enlarge settings	Via HP Smart app
Copier settings	Number of Copies, Resize, Quality, Lighter/Darker, Papersize, Papertype, ID Copy, Enhancement
Power consumption	0.109 watts (manual-Off), 3.023 watts (ready), 1.096 watt (sleep) 4
Power	Input voltage 100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz). High voltage: Input voltage 200 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3Hz)
Operating humidity range	15 to 80% RH (non-condensing)
Recommended operating humidity range	20 to 80% RH
Non-Operating Humidity Range	5 to 90% RH (non-condensing)
Operating temperature range	5 to 40°C
Operating temperature range	41 to 104°F
Energy savings feature technology	HP Auto-Off Technology
Number of print cartridges	4 (1 each black bottle, set of 3 color bottles)


 Facility Manager
 University Hospital
 General Sir John Kotelawala Defence University
 Warahera

UHKDU
 Procurement Management
 Center 1
26 SEP 2024

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UPS - 650W Ups

Capacity	-	650VA
Input voltage range	-	162 - 290VAC (Single boost) 140 - 300VAC (Double boost)
Input frequency	-	50Hz/60Hz (Auto-sensing)
Input phase	-	Single phase with ground
Output voltage range	-	220 - 240VAC
Output battery mode	-	220 - 240VAC
Output frequency	-	50Hz \pm 1% (Battery mode)
Output waveform	-	Simulated sine wave (Battery mode) Sine wave (AC mode)
Batter type and number-	-	12V/8.2AH x 1pcs
Battery backup time	-	8 - 20 mins depending on load
Battery recharge time	-	2-4 hours recover to 90% capacity
Interface	-	RS232, USB port, RJ45/RJ11 (Optional)
Display	-	LED/LCD Optional
Alarm	-	Batt. mode, low battery, overload, fault, etc
Short circuit protection	-	Yes (Line mode & battery mode)
Surge protection	-	Yes
Protection/ monitoring alarm	-	
Audible & visual	-	
Overload protection	-	
Line mode:	-	100 - 120% 1 min change to fault mode >120% change to fault mode immediately
Battery mode:	-	100 - 120% 1 min change to fault mode >120% change to fault mode immediately

~~Facility Manager
University Hospital
General Sri John Kotelaawala Defence University
Werahera~~

UNIKDU
Procurement Management
Center
25 SEP 2024 2

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	
TOTAL	

NAME OF THE BIDDER :

SIGNATURE OF BIDDER :

DATE :

COMPANY SEAL :

PROCURMENT MANAGER
University Hospital
General Sir John Kotelawala Defence University
Sri Lanka

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 or 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