

Tender No:

UHKDU/PRO/SOGE/SVS/0042/2025

University Hospital Kotelawala Defence University,
Werahera,
Boralesgamuwa,
Sri Lanka.
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27 /03/ 2025

INVITATION OF QUOTATIONS FOR RENT OUT OF VAN

CONTRACT NO : UHKDU/PRO/SOGE/SVS/0042/2025

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 supply of **item/s listed in the schedule in Annex “A”. The relevant specifications of the item/s are indicated in Annex “B”.** Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.

2. **CLOSING DATE & TIME:** The tender will close at 1400 hrs. on **09 / 04 /2025**. 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 minimum period of 49 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 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. All Bid Bond / Guarantees should be valid up to **...../...../2025**. **Cheques and Bid Guarantees from insurance companies will not be accepted.**

(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 VAT portion must be shown separately in the price schedule in Annex “A” and VAT registration number must be indicated and valid VAT activation letter should be submitted. 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 bottom of Annex ‘A’ 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, General Sir John Kotelawala Defence University, Werahera, Boralesgamuwa** (at the Main Entrance of University Hospital, General Sir John 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: SVS/0042/2025

Closing Date & Time: 1400hrs on 09 / 04 / 2025

The Chairman,
Department Procurement Committee,
University Hospital Kotelawala Defence University,
Werahera, Boralesgamuwa,
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 **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. **ALTERNATIVE OFFERS:** 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. If bidders submit alternative bids, only first option will be considered for evaluation. However, in an occasion where first option cannot be recognized, **all options will be rejected**.

9. **SUBMISSION OF SAMPLES/PAYMENT OF TESTING CHARGES:** When it is required to submit samples, **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 as stipulated below.

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

(2) **Testing Charges.** A sum of Rs. 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.

10. **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.

11. **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 Werahera. **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.

12. **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 other potential suppliers to ensure highest competitiveness.

13. **CLARIFICATIONS:** To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing.

14. **RESPONSIVENESS OF QUOTATIONS:** The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.

15. **ETHICAL CONSIDERATIONS:** Bidders to note that signing for annexure “A” to this document will be considered as ethical declaration for followings.

- i. There is no conflict of interest;
- ii. Only one bid submitted; and
- iii. There is no involvement in collusive practices.

16. **PERFORMANCE BOND/GUARANTEE:** A successful bidder shall furnish a Performance Bond / Guarantee in the form of “On Demand” & “Unconditional” Bank 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 **within two weeks from the date of notification of award**. **VALIDITY PERIOD OF THE PERFORMANCE GURANTEE/SECURITY SHOULD BE COVERED DELIVERY PERIOD + 28 DAYS**. 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 loss resulting from the supplier's failure to complete his performance obligations under the contract. If the contracted supplier fails to deliver the items on 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. Further, bidders to note that Performance Guarantee from insurance companies will not be accepted.

17. **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 along with Performance Bond (if applicable) 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 Agreements for procurement exceeds Total Order Value LKR. 500,000.00 for works and LKR. 1,000,000.00 for Service and Goods.

18. **DELIVERY:** Preference will be given for early delivery. **The bidder/s must indicate the proposed delivery schedule in Annex “D”.** In the event of placing a purchase order with the successful bidder, the total quantity 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 with or without liquidated claim for delayed deliveries and that decision will be the final. Further, bidders need to request for delivery extensions prior to delivery deadline only in extreme conditions along with Performance Bond period extension where applicable.

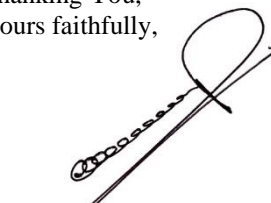
19. **LIQUIDATED DAMAGES:** In case of delivery delays by the successful bidder, a sum equivalent to 1% of the total contract value (without VAT) per one week or part thereof may be deducted from the payment as liquidated damages up to the maximum limit of 10% of the total value of delayed supplies. Further, bidders to note that LD exemptions will not be entertained where bidder should bear total responsibility of requesting delivery extension as described at above clause “18”.

20. **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 the University Hospital, General Sir John Kotelawala Defence University 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 by Tender Board will be rejected & it is the responsibility of the supplier to remove them from University Hospital, General Sir John Kotelawala Defence University 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 at least 30 days’ period of credit from the date of delivery of items for Account Office, University Hospital, General Sir John Kotelawala Defence University to release the payment.

21. **ADVANCED PAYMENTS:** When it is required to open letters of credit (LC) in favor of the PE, the cost of which shall be borne by the supplier, an advance payment not exceeding the SLR equivalent of thirty percent (30%) of the value of LC may be paid, upon submission of a guarantee acceptable to the PE (Guarantees from Insurance Companies will not be accepted). Other advanced payments will be regulated as per the clause 5.17 of PG 2024.

22. **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

SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS

S/N	ITEMS	DENO	QTY	MONTHLY RENTAL (SLRS)	TOTAL RENTAL 12 MONTH (SLRS)
01	Rent out of VAN (for 01 year period)	No's	01		
	<i>Specification attached is ANNEX "B"</i>				
	TOTAL				
	DISCOUNT				
	TOTAL (AFTER DISCOUNT)				
	VAT 18%				
	GRAND TOTAL				

(A) OTHER DETAILS

- (i) DELIVERY PERIOD -
- (ii) MAKE & MODEL -
- (iii) VALIDITY PERIOD -
- (iv) WARRANTY PERIOD -
- (v) PAYMENT TERMS - CREDIT
- (vi) COUNTRY OF ORIGIN -
- (vii) ANY OTHER TAXES -


 PROCUREMENT MANAGER
 University Hospital
 General Sir John Kotelawala Defence University
 Werahara

(B) VAT No:..... - VALUE ADDED TAX PERMANENT REGISTRATION CERTIFICATE / VAT EXEMPTION LETTER ISSUED BY DEPARTMENT OF INLAND REVENUE TO BE ATTACHED

(C) PLACE OF DELIVERY - ITEMS TO BE DELIVERED TO THE "UNIVERSITY HOSPITAL KOTELAWALA DEFENCE UNIVERSITY, WERAHARA, BORALESGAMUWA ALONG WITH THE COPY OF ORDER AND RELEVANT INVOICE.

(D) Any queries / information with regard to this procurement / tender could be obtained from at University Hospital, General Sir John Kotelawala Defence University through e-mail and by telephone number during working hours.

NOTE: UNIT PRICE AND TOTAL PRICE ARE TO BE INDICATED CLEARLY IN THE TENDER, IF NOT QUOTATION WILL BE REJECTED.

(E) Bid Reference: UHKDU/PRO/SOGE/SVS/0042/2025

I/We agree to abide by the condition of No 01-22 bidding document 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

S/NO	DESCRIPTION		
1	a	Type	Van
	b	Hiring method	Without Driver and Without fuel
	c	Operating area	Island wide
	d	Payment method	Monthly basis on credit
	e	Hiring period	12 Months
2	Technical Specifications		
	a	Make	To be indicated by supplier
	b	Model	Any
	c	Country of origin	Western/Japanese/Malaysian preferable
	d	Year of manufacture	2010 or later(Western/Japanese/origin)
	e	Seating capacity	04-06, comfortable seats
	f	interior condition	should be in good condition
	g	audio/ video system	Should be available/ preferable
	h	Engine type	4 cylinder inline
	i	Engine capacity	800-3,500cc
	j	Fuel type	petrol/diesel
	k	Fuel capacity	30,50 letters
	i	Fuel consumption	08,14 km per letters
	j	Transmission	Auto/ Manual
3	Following Accessories/Features should be available		
	a	Full room adjustable Air condition	
	b	comfortable Seats with head rest	
	c	Seat belt for all seats and Safety Air bags	
	d	other special features options of the vehicle to be clearly indicated by the supplier	
4	Hiring terms/conditions to be indicated by the supplier		
	a	Charges per Month on wet lease	
	b	Maximum allowable mileage per Month should be 3500 km	
	c	Charges per additional kilometre	
	d	Payment terms	
	e	Any other charges applicable	
5	replacement in case of Accident/Brake down of vehicle		
	Contractor should provide same type of replacement vehicle with in shortest possible time 9max 24 hours)		
6	Vehicle Revenue License and Comprehensive insurance coverage		

Created by

CPO RL Rajapaksha
Feb 2025

Observed By

Capt DS Kaluarachchi
Mar 2025

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

Signed by -----

In the capacity of -----

and by -----

In the capacity of -----

Seal (where applicable)

For and on behalf of the Surety

Signed by -----

In the capacity of -----

and by -----

In the capacity of -----

Seal (where applicable)


PROCURING OFFICER
University Hospital
General Sir John Kotelawala Defence University
Sri Lanka

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 :


PROCUREMENT MANAGER
University Hospitals
General Sir John Koezlaia Defence University
Morahere