



01/Apr/2022

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 supply of items listed in the schedule in Annex "A". The relevant specifications of the items are indicated in Annex "B".

2. **CLOSING DATE & TIME.** The tender will close at 1000 hrs on 19/Apr/2022. 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.

(a) **BID BOND / GUARANTEE.** 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, i.e, 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.

4. **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.

5. **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 General Sir John Kotelawala Defence University, Kandawala Estate, Ratmalana (at the Main Entrance of 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 envelope.

Tender Box Address:
 Closing Date & Time:

The Chairman,
 Department Procurement Committee,
 General Sir John Kotelawala Defence University,
 Kandawala Estate, Ratmalana,
 Sri Lanka.

6. The Bids 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.

TESTING CHARGES/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 identifying the Bidder's Offer number must be done and the samples must be handed over to the officer at same place where the 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 items such as Air Way Bills etc, will not be accepted in place of samples. When the testing charges are required, they should be indicated separately for all offers submitted in their bids.

(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 Officer of the Account Office to note the tender number on the receipt issued for such payments.

7. **CONFIDENTIALITY.** All duly received bids will be opened immediately after the scheduled closing time of bids at the office of the Procurement Officer. The unopened bids could be opened only in the presence of the Procurement Officer.

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 General Sir John Kotelawala Defence University Ratmalana, Faculty of Allied Health Science (FAHS) Werahera and University Hospital Werahera or Southern Campus Sooriyawewa. 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 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 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.

12. 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.

13. 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 General Sir John 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.

14. LIQUIDATED DAMAGES.

In case of delivery period extensions requested by the successful bidder, a sum equivalent to 1% 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 General Sir John Kotelawala Defence University as liquidated damages up to the maximum limit of 12% of the total value of delayed supplies.

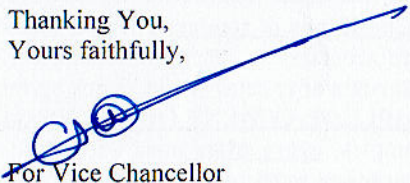
15. PAYMENT TERMS FOR LOCALLY DELIVERED ITEMS.

Payment will be made after acceptance of items which should be subjected to a pre-acceptance inspection/testing by General Sir John Kotelawala Defence University authorities. The delivery made to the General Sir John Kotelawala Defence University should not be considered as quantities taken over by 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 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 approximately 60-90 days period of credit from the date of acceptance of items for Account Office, General Sir John Kotelawala Defence University to obtain liquid cash from General Treasury & release the payment.

16. 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,



For Vice Chancellor
General Sir John Kotelawala Defence University

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

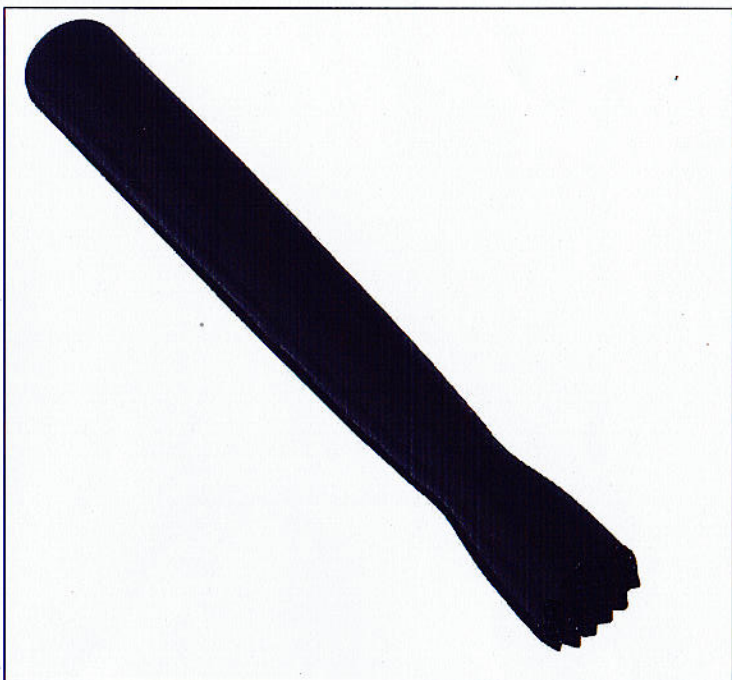
..... Name of the Company/Bidder

SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMSPURCHASE OF GLASS & COOKERY ITEMS FOR OFFICER MESS AT KDU

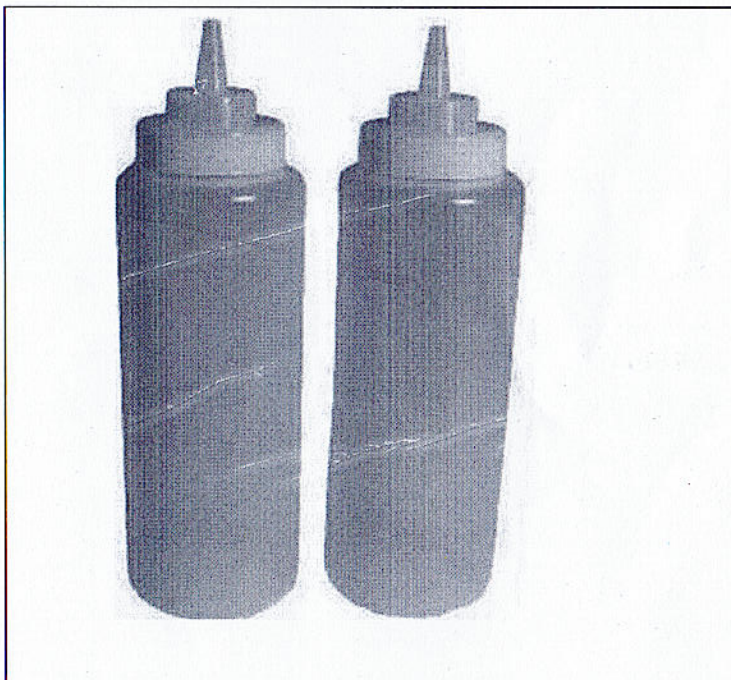
S/N	ITEMS	DENO	QTY	PRICE EACH SLRS	TOTAL PRICE
01	Whisky Glass (High Quality)	Nos	150		
02	Brandy Balloons (High Quality)	Nos	50		
03	Red Wine Glass (High Quality)	Nos	50		
04	White Wine Glass (High Quality)	Nos	50		
05	Beer Mug (High Quality)	Nos	50		
06	bar Spoon (High Quality)	Nos	10		
07	Poston Shaker (High Quality)	Nos	03		
08	Knife (High Quality)	Nos	03		
09	Chopping Board (High Quality)	Nos	03		
10	High Boll Glass (High Quality)	Nos	50		
11	Muddler (High Quality)	Nos	03		
12	Healthrow Strainer (High Quality)	Nos	03		
13	Martini Glass (High Quality)	Nos	48		
14	Margarita Glass (High Quality)	Nos	48		
15	Cocktail Glass (High Quality)	Nos	48		
16	Syrup Strainer (High Quality)	Nos	10		
Suppliers should be submitted Samples to the Tender Opening Committee					
TOTAL					
DISCOUNT					
TOTAL(AFTER DISCOUNT)					
VAT %					
GRAND TOTAL					

SPECIFICATION SCHEDULE

EXTRA SPECIFICATION: YES



Muddler.



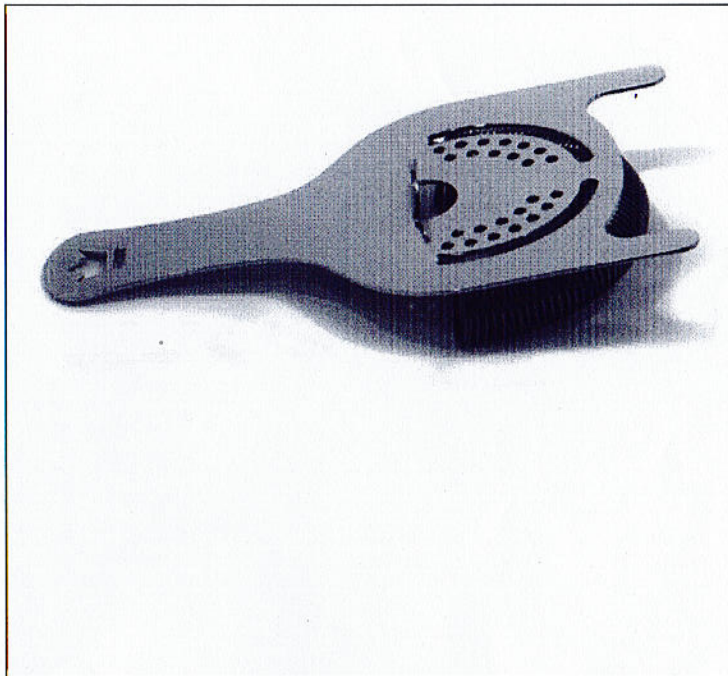
Syrup
Bottles.



fine strainer



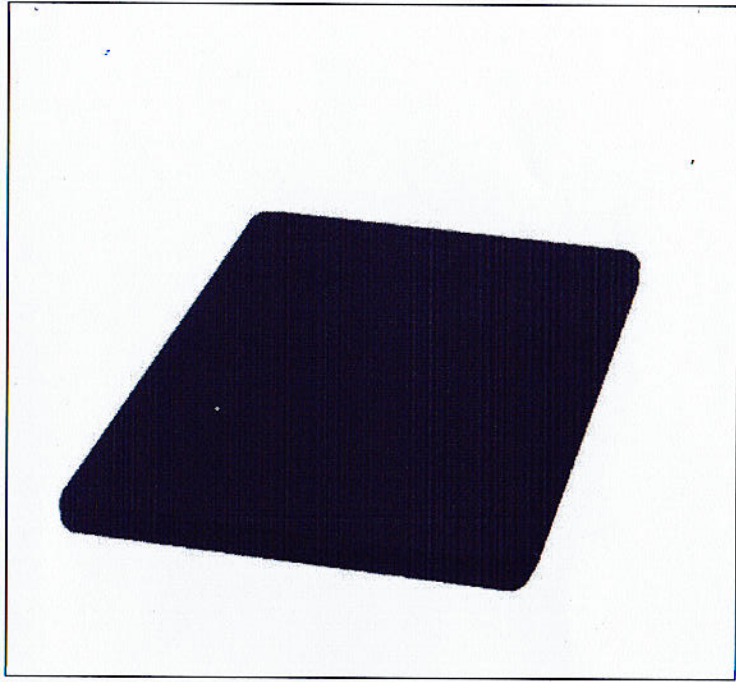
Margarita glass



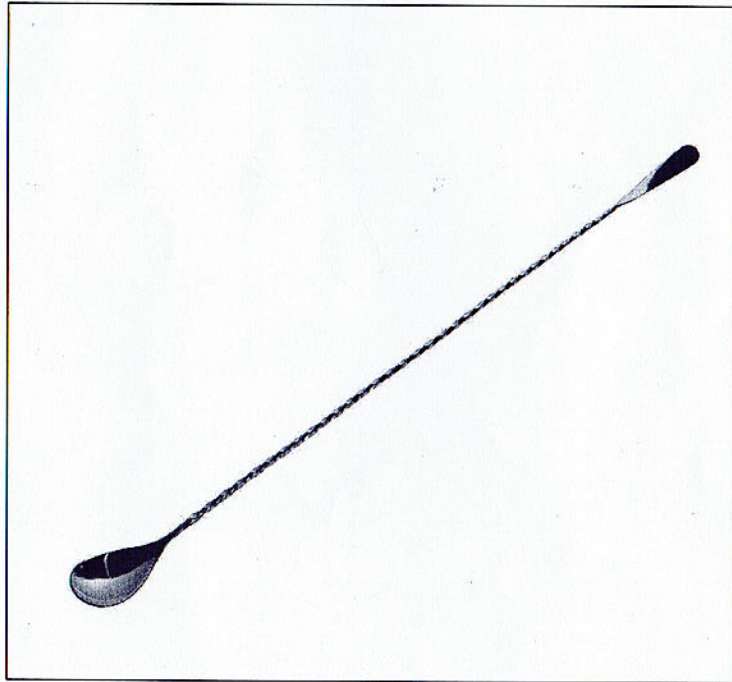
Hawthorne
Strainer.



Martini:
glass



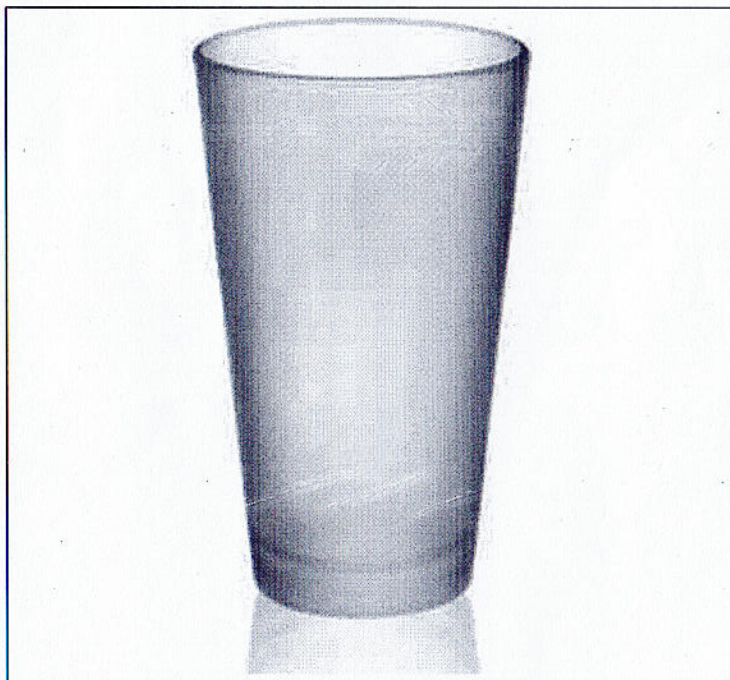
chopping
Board.



Bar Spoon.



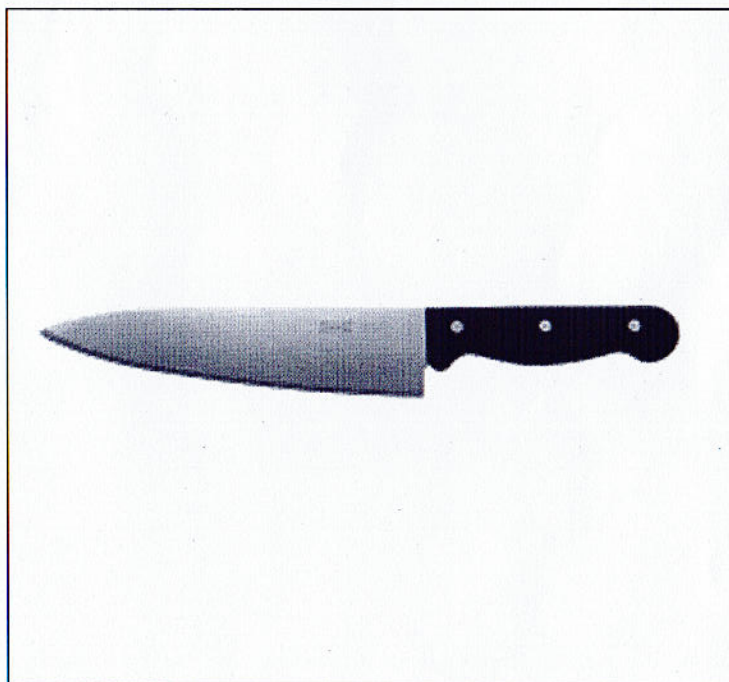
High Bowl glass



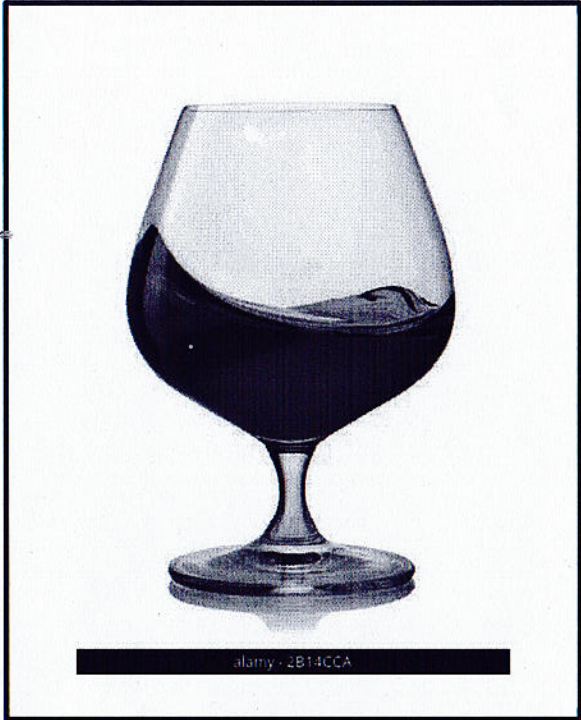
Cocktail glass.



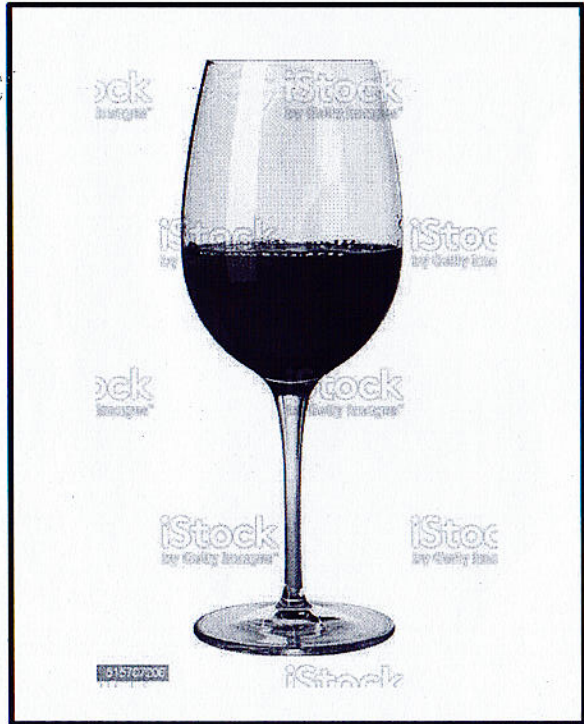
Boston shaker.



Knife

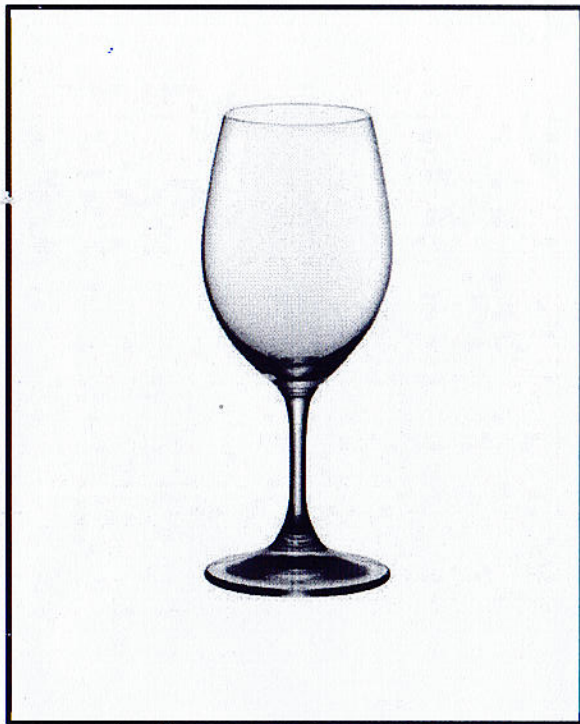


Brandy glass

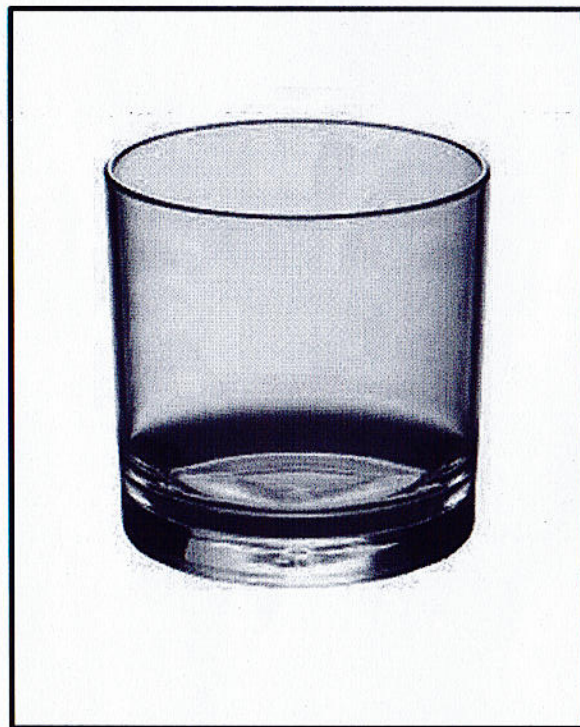


Red wine glass

~~DKP RATHNAWEERA
Lieutenant Commander (S)
NRS 2930~~

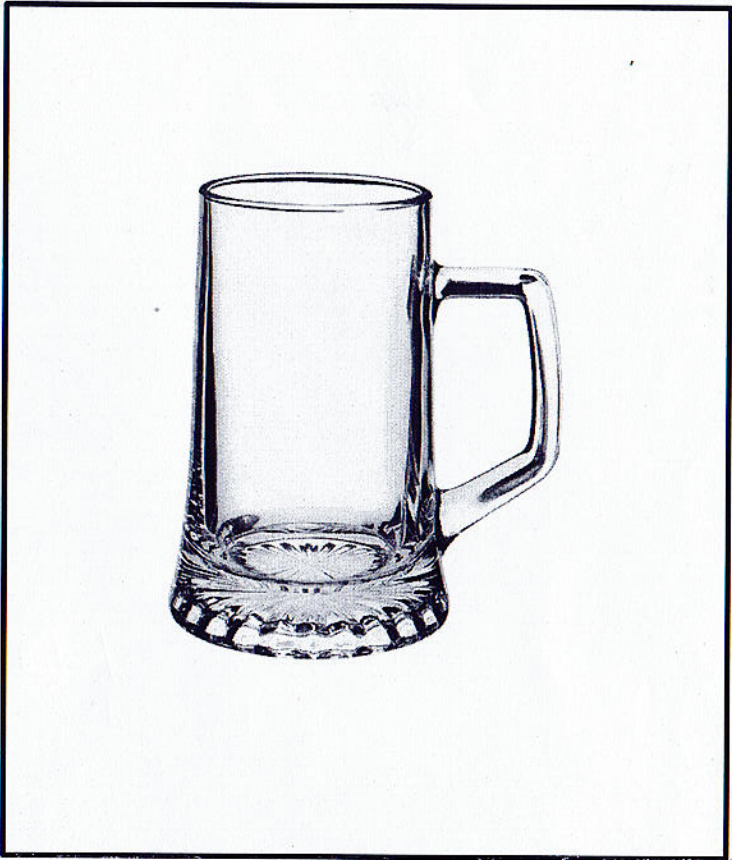


white wine glass



whiskey glass

~~DKP RATHNAWEERA
Lieutenant Commander (S)
NRS 2930~~



Beer glass

~~D/KP RATHNAWEERA~~
~~Lieutenant Commander (S)~~
~~NRS 2930~~

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