



MINISTRY OF DEFENCE  
GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

# INVITATION FOR BIDS

## **PURCHASE OF i5 & i7 LAPTOP COMPUTERS FOR 39TH INTAKE STUDENTS.**

**Tender No-KDU/PRO/CAP/351 & 352/2021**

1. The Vice Chancellor of General Sir John Kotelawala Defence University, Ratmalana, Sri Lanka as the Chairman of the Departmental Procurement Committee of the University invites sealed bids from eligible bidders to **Purchase i5 & i7 Laptop Computers for 39<sup>th</sup> Intake Students.**
2. A complete set of Bidding Documents in English language may be obtained from Director Logistics, General Sir John Kotelawala Defence University, Ratmalana, Sri Lanka from **0900 hrs to 1500 hrs** on working days during the period from **13/12/2021 up to 24/01/2022** and the same can be downloaded from the [www.kdu.ac.lk/ocls/tender-notices](http://www.kdu.ac.lk/ocls/tender-notices).
3. Sealed bids shall be delivered to the address below or shall be deposited in the bid box placed at the address below on or before **1000 hrs on 25 Jan 2022** and close the bid at the same time.
4. Interested bidders may obtain further information from Director Logistics, General Sir John Kotelawala Defence University, Ratmalana, Sri Lanka.  
(Telephone: +94-11-2622504, +94-710219303 / +94-710219384 Fax: +94-11-2632430)

Chairman

Departmental Procurement Committee,  
General Sir John Kotelawala Defence University,  
Ratmalana, Sri Lanka.



# GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY

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RATMALANA  
SRI LANKA

TEL : 011 2632028, 011 2622995  
FAX : 011 2623599  
EMAIL : [ocls@kdu.ac.lk](mailto:ocls@kdu.ac.lk)

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FOR : DATE :  
EMAIL : FILE NO : KDU/PRO/CAP/352/2021  
FAX :

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## BID INVITATION

1. General Sir John Kotelawala Defence University is inviting bids for the procurement of 15 LAPTOP COMPUTERS (As annex 'A') FOR INTAKE 39 STUDENTS. Bidders are expected to examine all instructions, forms, terms and specifications (As annex 'B') in the bidding document. Failure to furnish all the information and documentation required by the bidding document may result in rejection of the bid. Detailed specifications and quantities enclosed/ appended herewith. Bid should be quoted in FOB terms (Incoterm 2010) excluding freight. The freight should also be quoted separately (CIF or any other equivalent Incoterm 2010) specifying the relevant sea port/ Air port.
2. Prices should be quoted preferably in USD/ EURO/ NZD/ SGD/ GBP/ JPY/ SEK or AUD by the foreign suppliers directly or through the respective regional/ local agent. Total price should be indicated both in words and figures. Bid should be submitted by the respective principal supplier/s with proper certification. Local/ regional agent can only submit the bid of their principals to the General Sir John Kotelawala Defence University with a covering letter. Local/ regional agents should be able to produce the power of attorney from the manufacturer to represent them if needed. In case of regional agent submitting power of attorney, steps will be taken by General Sir John Kotelawala Defence University to check the veracity of the regional agency from the principal.
  - 2.1 Name of the local agent if any and local agency commission payable should be indicated as a percentage of FOB value by the principals and same will be deducted from FOB value and paid to the nominated local agent in Sri Lankan Rupees.
  - 2.2 Discount if any should be given separately and the total price to be indicated after such discount.
3. Local bidders shall quote in Sri Lankan Rupees on import and supply basis only
4. Following details should be indicated in the bid.
  - 4.1 Make, model, country of origin and year of manufacture (At least 80% of the shelf life should remain at the time of receipt of items to KDU)
  - 4.2 Delivery period (number of calendar days from the date of issue of the official purchase order).
  - 4.3 Validity of offer (minimum 91 days from the bid closing date).
  - 4.4 Should provide a guarantee against component failure over a period as specified by the warranty from the date of commissioning/ acceptance of the equipment /component. Defective equipment/ component, during such period should be replaced free of charge.
  - 4.5 Manufacturer's name, address, email, fax and telephone numbers.

- 4.6 Guarantee for spare parts availability for a minimum period of .....  
(Duration to be specified).
- 4.7 Availability of repair facilities with location in Sri Lanka and overseas. Local Agents/Distributors should be able to provide after sales services/ warranty repairs during/ after warranty period and also should offer workshop facilities to provide such services/repairs.
- 4.8 Account number, banker's name address etc: of the beneficiary.
- 4.9 In case of purchase of critical nature spare parts for machinery and equipment, if General Sir John Kotelawala Defence University insists, bidders should be able to produce original equipment manufacturer Certificate (OEMC)/ Certificate of Conformity (CoC) issued by the Original Equipment Manufacturer (OEM) to prove the genuineness of spare parts.
- 4.10 Packing details.
- A. Numbers and dimensions of the packages.
  - B. Volume of cargo
  - C. Chargeable weight of each package
  - D. Description of cargo (If it is Dangerous Cargo same should indicated clearly)
  - E. Description of marking
  - F. Contact person, telephone No. and address
  - G. Special instruction if any

## 5 ALTERNATIVE BIDS

Bidders are permitted to submit alternative bids subject to following;

- 5.1 Alternative bids submitted by a bidder, shall be considered as a separate bid and it shall be supported with an independent form of bid and bid security. Original bid and alternative bids should be marked separately. However, the alternative bids will not be considered for the purpose of evaluation.
- 5.2 If the original bid submitted by the bidder is considered as the lowest evaluated and substantially responsive bid, the bidder's alternative bids will be compared with his original bid. Under no circumstances an alternative bid will be accepted at a higher price than the bid price of the original bid.
- 5.3 In case of the bidder's failure to specifically mark the 'original bid', all the bids submitted by the bidder will be rejected.

## 6 MODES OF PAYMENT

- 6.1 A. Payments less than US\$ 10,000.00 (or equivalent amount in any other currency at the exchange rate prevails on the date of closing the tender) will be made through Telegraphic Transfer/Bank Draft on completion of acceptance of goods by the Quality Control Board of General Sir John Kotelawala Defence University in Sri Lanka.
- B. Payments exceeding US\$ 10,000.00 (or equivalent amount in any other currency at the exchange rates prevail on the date of closing the tender) will be paid only through irrevocable letter of credit as follows;
- I. 70% on shipment against submission of shipping document.
  - II. 30% on completion of acceptance of goods by the Quality Control Board of General Sir John Kotelawala Defence University in Sri Lanka.

- 6.2 LC charges outside Sri Lanka and any amendment charges on the request of the bidder shall be on the beneficiary's account.
- 6.3 For local bidders those who submit their bids on 'Import and Supply' basis, payments will be made after the delivery of goods by the bidder to Log section at General Sir John Kotelawala Defence University - Ratmalana and on completion of acceptance of the goods by the Quality Control Board of General Sir John Kotelawala Defence University.
- 6.4 Any extension to last date of delivery/ last date of shipment is subject to claim liquidated damages at a rate of 01% of total contract/purchase order value (Excluding VAT) per week or part thereof up to a maximum of 10% of the total contract/ purchase order value which will be deducted from the payments due to the bidder/beneficiary. Further in case of part supply, LD will be charged only for the value of the item which failed to supplied on due delivery date.
- 6.5 In the event the General Sir John Kotelawala Defence University insists on OEMC or CoC from the OEM, the payments will be released only upon submission of such OEMC/ CoC and acceptance by General Sir John Kotelawala Defence University.

**7. Securities and Guarantees**

- 7.1 If the total estimated value of the contract is over Sri Lankan Rupees 2,000,000 (Excluding VAT), an on demand, unconditional Bid Bond issued by a commercial bank operating in Sri Lanka and acceptable to Central Bank of Sri Lanka, to be submitted by all bidders along with the bid as per the format given in annex 'C' and for this tender, the value of the Bid Bond should be Sri Lankan Rupees 1,700,000.00 (Rupees One Million Seven Hundred Thousand only) or equivalent amount in other currency at the exchange rate prevails on the date of closing the tender. Relevant Bid Bond should be valid for a minimum period of 120 days from the closing date of bids. Bid Bond should be submitted in its original form and copies will not be accepted.
- 7.2 Within seven days on receipt of letter of award, successful bidder should provide an on demand, unconditional Performance Bond to the value of ten percent (10%) of the contract/ purchase order value which is valid till twenty eight (28) days beyond the last delivery date in the form of a bank guarantee issued by a commercial bank operating in Sri Lanka and acceptable to Central Bank of Sri Lanka, if the total contract/ purchase order value exceeds Sri Lankan Rupees 2,000,000 (Excluding VAT) or equivalent amount in other currency at the exchange rate prevails on the date of closing the tender.
- 7.3 In case of Guarantees/ Securities issued directly by an overseas bank, such Guarantees/ Securities should be advised through a bank operating in Sri Lanka and acceptable to the Central Bank of Sri Lanka with a 'Counter Guarantee'.

**8. VALUE ADDED TAX(VAT)**

- 8.1 For Local Bidders, if they are registered for the purpose of VAT, they should indicate the amount of VAT claimed separately in the bid document, in addition to the net value of the tender, along with the VAT registration number. Also, such bidders should provide a certified copy of permanent VAT registration certificate along with their bid. Bidders to ensure that they do not claim VAT for items which are exempted from VAT. Declaration of VAT registration number and submission of a certified copy of permanent VAT registration certificate along with their bid by the local bidders those who have registered for VAT is a mandatory requirement for determination of

tenders and any local bidder who does not declare his/ her VAT registration number and fail to provide a certified copy of permanent VAT registration certificate along with their bid will be liable for rejection of the bid.

- 8.2 If any local bidder is not registered for VAT, such bidder should indicate the net value of the tender. Under this category, bidders should obtain a letter from the Commissioner of the Inland Revenue Department, certifying that the Company has not been registered for VAT and same should be attached to the bid.

## **9. DOMESTIC PREFERENCE**

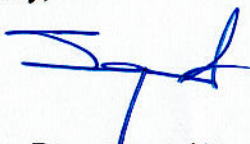
- 9.1 General Sir John Kotelawala Defence University will grant a 20% margin of preference to goods manufactured in Sri Lanka, if the bidder establishes to the satisfaction of General Sir John Kotelawala Defence University that;
- A. Labour, raw material, components from within Sri Lanka will account to thirty percent (30%) of Ex Works price of the product offered; and
  - B. The production facility in which those goods would be manufactured or assembled has been engaged in manufacturing/ assembling such goods at least since the time of Bid submission.
- 9.2 Details indicated in the annexure should be given by all local manufacturers/ agents under the tender, if he feels that he is eligible for Domestic Preference.

## **10 GENERAL CONDITIONS**

- 101 If the total value of the contract is over Sri Lankan Rupees 500,000 (Excluding VAT) or equivalent amount in any other currency at the exchange rate prevails on the date of closing the tender, successful bidder is required to sign an agreement with the General Sir John Kotelawala Defence University. The law governing the contract shall be the laws of the Democratic Socialist Republic of Sri Lanka and dispute resolution shall take place in Sri Lanka.
- 102 All documents and communications should be in English language.
- 103 Quality assurance certificate and pre shipment inspection to be arranged/ defined by the bidder at his cost if applicable.
- 104 Bids which are not complied with the General Sir John Kotelawala Defence University tender conditions are liable to be rejected.
- 105 Bidder should obtain export license/ clearance as applicable at bidders cost.
- 106 Bidder should pack the goods as required to prevent their damage or deterioration during transit to their final destination.
- 107 Any demurrage charges due to Airway Bill/ Bill of Lading received subsequent to the arrival of the carrier/ vessel to Sri Lanka have to be borne by the bidder. If in any circumstances General Sir John Kotelawala Defence University had to bear such expenses, same will be deducted from the final payment.
11. If any item supplied found to be non-conformity with the General Sir John Kotelawala Defence University specifications, such items will be rejected and it is the bidder's responsibility to collect/ remove such rejected items as early as possible at bidder's own cost. In such circumstances, the bidder is required to replace such items with correct items which are conforming with General Sir John Kotelawala Defence University specifications without any additional cost to General Sir John Kotelawala Defence University within thirty (30) days of being notified such rejection. The bidder shall bear any cost resulting from such rejection until they are replaced with correct items.

- 12. If it is found that the bidder has misrepresented facts in his tender, the General Sir John Kotelawala Defence University shall be entitled to reject such bid. If such misrepresentation is found after awarding the tender, the General Sir John Kotelawala Defence University shall be entitled to terminate the contract and to claim the securities/ guarantees without any liability on General Sir John Kotelawala Defence University towards the successful bidder.
- 13. Bidder should give a written undertaking that the bidder agreed for the above tender conditions in the offer. With regard to bidders, those who fail to confirm in writing the acceptance of conditions given in the tender invitation when submitting their quotations, it will be construed that the bidder has agreed to such conditions in the event of such bidder being awarded such tender.
- 14. Bids to be submitted in duplicate in separate sealed envelopes with marking of 'Original' and 'Duplicate'. Both original and duplicate shall together be enclosed in one envelop. The top left hand corner of the envelop should be marked with the bid reference number KDU/PRO/CAP/352/2021 and opening date 25<sup>th</sup> January 2022. The bids may either be sent by registered post to reach the Chairman, Departmental Procurement Committee, General Sir John Kotelawala Defence University, Ratmalana, Sri Lanka or be deposited in the tender box kept at the General Sir John Kotelawala Defence University, Ratmalana, through the local representative not later than 1000 hrs on 25<sup>th</sup> January 2021 Sri Lanka time which is the time/ date of closing of bids and bids will be opened immediately thereafter. Bidders or their representatives are allowed to be present at the bid opening. Late bids will not be accepted.
- 15. Any undue influence, offering of bribe or any other corrupt practices will result disqualification/ rejection of the bid in addition to normal legal action.
- 16. General Sir John Kotelawala Defence University Departmental Procurement Committee reserves the right to reject the whole offer or to accept part of the bid.
- 17. Any queries/ information with regard to this procurement/ tender could be obtained from telephone No. +94-710219384 (Director Logistics), +94-710219303 (OCLS), +94-710219339 (Procurement Officer) or through e-mail ocls@kdu.ac.lk and by telephone number +94-11-2622504, Fax +94-11-2632430
- 18. Bidders those who are registered at Ministry of Defence of Sri Lanka under the relevant category could respond for this tender, please.

Yours faithfully,



**S. A. KUMARANAYAKA**  
Lcdr (S)  
NRS 2386  
Sri Lanka Navy

For Chairman, Departmental Procurement Committee  
General Sir John Kotelawala Defence University

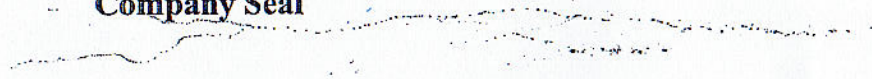
**Following section to be filled by the bidder**

I/ We hereby agree to abide by the conditions specified above except as noted in our proposal No. ....dated ..... If any clarification is required, please contact the person whose details are mentioned hereunder.

- Contact person's name -
- Designation -
- Address -
- Tel. No. -
- Fax No. -
- Email Address -

**Signature**

**Company Seal**



## Price Schedule

Purchase of i5 Laptop for Intake 39 Student at KDU

Contract No. : KDU/PRO/CAP/352/2021

In Foreign Currency US Dollar								
1	2	3	4	5	6	7	8	9
Item sr no.	Description of Goods or related	Quantity (Nos)	FOB (Unit Price)	Freight (Unit Price)	Insurance (Unit Price)	CIF (Unit Price) (Col.4+5+6)	CIF (Total price) (Col.3x7)	The total CIF price US Dollars including any discount offered is
01	i5 Laptop Computer	770						
<b>Total Package US Dollar</b>								

Signature of Bidder: .....

(Signature of person signing the Bid)

Date:

(Insert date)

Note :-

A. Sample should be ready to provide on the request of purchaser within a 3 days.

B. Pre bid meeting will be held on 1000 hrs (Sri Lankan time) on 29<sup>th</sup> December 2021. Responded bidders can join through following zoom link.

Topic: Pre bid meeting on Purchase of Laptop for KDU students

Time: Dec 29, 2021 10:00 AM Mumbai, Kolkata, New Delhi

Join Zoom Meeting

<https://learn.zoom.us/j/69530615153?pwd=UXJlUkdhZWlhFzE5YzRlYUhh2QzJkXZz09>

Meeting ID: 695 3061 5153

Passcode: @d\$b=bV39



## SPECIFICATION FOR I5 LAPTOP

	DESCRIPTION	MINIMUM REQUIREMENT	Bidders Compliance	
			Yes/No	If "No" Your Offre
1	Product Data			
	Equipment Type	Notebook Computer		
	Country of Origin	Please Specify		
	Country of Manufacture	Please Specify		
	Brand	Please Specify		
	Model	Please Specify		
2	Processor			
	Type	Core i5		
	Processor Model	11th Generation		
	Processor Clock Rate	Base Frequency 2.00 GHZ or Higher		
	L3 Cache	8MB or Higher		
3	System Memory			
	Installed RAM	Minimum 8 GB		
	Memory Type	DDR 4		
	No of Memory Slots	Minimum 2		
4	Disk Drive			
	Capacity	1TB SSD		
5	Video controllers			
	Video Card	Please Specify		
	Graphics Memory Size	Dedicated 2GB or Higher		
6	Display			
	Diagonal viewable length	15.6 inch (Minimum)		
	Minimum Display Resolution	Full HD (1920 x 1080 pixels) or Higher		
7	Audio Output			
	Sound card	HD Audio Support		
8	Networking			
	Wire Solution	10/100Mb/s Minimum		
	Wireless Solution	802.11a/b/g/n/ac		
		Bluetooth 4.0		
9	External I/O connectivity			
	USB Ports	03 nos, at least 01 x USB 3.0		
	Video Outputs	HDMI		
	Microphone Input	1		
	Headphones Speakers	2 (Stereo)		
	SD Card reader	SD Card reader with SD, SDHC, SDXC Support		
10	Battery Power Supply			
	Type Capacity	3 or 4-cell Removable Battery		
	Operating Time	40 WHr		
	Warranty for the battery	3 years		
11	General			
	Keyboard	Full-size		
	DVD Writer	External DVD Writer (Price should indicate separately as an optional)		
	Mouse	Optical mouse with the same notebook Brand		
	Web Camera	720p or Higher		
	Carrying Case	Original backpack or carrying case with the same Brand		

12	Software			
	Operating system	DOS.		
		Price should indicate separately for Windows 10 Home, Pro and Education		
13	Warranty/ Experience			
	Warranty Type	3 Years Comprehensive Manufacturing Warranty		
	Warranty Condition	Should Provide the Valid Warranty Card/Document (Detail terms and conditions are as per the tender document)		
	No of Free Services	Minimum 3		
	Technical Broahers	Please Specify as per the terms & conditions		
	Repair Service Warranty			
	Repairs / maintain during warranty period			
	Faulty Equipment pickup time			
	Comprehensive service support plan			
	Provision of a backup			
	Provision of Spare Parts			
	Local Agent	Please Specify		
	Manufacture authorization	Letter should be provided		
	Experience in selling & supporting for the offered brand in Sri Lanka	Bidder should have more than 5 years of experience in selling & supporting for the offered brand in Sri Lanka. Attached proof.		
	Support	Island wide support services should be provided. Attached proof with contract names & numbers.		

**SPECIMEN FORM OF BID SECURITY**

By this Bond we ..... (hereinafter called "the Bidder") and We (name of bank) 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

-----  
-----

-----  
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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)