

Tender No:

Our Ref. KDU/PRO/S&R/2019/2023  
(RECALL 01)



General Sir John Kotelawala Defence University,  
Kandawala Estate, Ratmalana, Sri Lanka.  
Exchange: 2632028 ,2622995  
OCLS:2622504, Procurement Officer:2623599  
Fax :2622504, 2623599 Web: www.kdu.lk

09 / 08 / 2023

**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 22 / 08 /2023. Any Bid submitted after the closing time of the tender will be rejected & unopened such bids will be returned to the bidder.

3. **VALIDITYOFBID**. The bid submitted under this tender **must be valid for a 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 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, is, for **79 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. **BIDSUBMISSION**.

The **bidder must duly sign at the bottom of the 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 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 envelop**.

**Tender Ref No** .....  
**Closing Date & Time** .....

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

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 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.
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 Sri Lanka to issue such Performance Guarantee for this purpose, **within two weeks from the date of notification of award.** **VALIDITY PERIOD THE PERFORMANCE GURANTEE/SECURITY SHOULD COVER WARRANTY 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.
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 60 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.
15. **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.
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 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 **45 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.
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,

  
For Vice Chancellor  
General Sir John Kotelawala Defence University

Our Ref. KDU/PRO/S&amp;R/2019/2023 (RECALL 01)

**SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS**

S/NO	ITEM DESCRIPTION	DENO	QTY	PRICE EACH SLRS	TOTAL PRICE SLRS
	<b><u>PURCHASE OF STATIONERY ITEMS FOR LOG SECTION</u></b>				
01	BALL-POINT PEN - BLACK	NOS	750		
02	BALL-POINT PEN - BLUE	NOS	1000		
03	BALL-POINT PEN - RED	NOS	500		
04	GEL PEN - BLACK	NOS	100		
05	GEL PEN - BLUE	NOS	200		
06	GEL PEN - RED	NOS	50		
07	HIGHLIGHT PEN - BLUE	NOS	100		
08	HIGHLIGHT PEN - GREEN	NOS	100		
09	HIGHLIGHT PEN - ORANGE	NOS	100		
10	HIGHLIGHT PEN - PINK	NOS	75		
11	HIGHLIGHT PEN - YELLOW	NOS	100		
12	COLOUR PENCILS - 12 COLOURS	PKT	25		
13	PLATIGNUM - 06 COLOURS	PKT	25		
14	PLATIGNUM - 12 COLOURS	PKT	25		
15	WHITE BOARD MARKER PEN - BLACK	NOS	250		
16	WHITE BOARD MARKER PEN - BLUE	NOS	250		
17	WHITE BOARD MARKER PEN - RED	NOS	250		
18	OHP PEN - NON PERMANENT	NOS	25		
19	OHP PEN - PERMANENT	NOS	25		
20	SIGNING PEN - BLACK	NOS	150		
21	SIGNING PEN - BLUE	NOS	125		
22	BINDING SPIRAL 30X06 MM	NOS	100		
23	BINDING SPIRAL 30X07 MM	NOS	100		
24	BINDING SPIRAL 30X08 MM	NOS	100		
25	BINDING SPIRAL 30X10 MM	NOS	100		
26	BINDING SPIRAL 30X09MM	NOS	10		
27	BOOK - CR I / 40 PAGES SINGLE RULE	NOS	100		
28	BOOK - CR II / 80 PAGES SINGLE RULE	NOS	150		
29	BOOK - CR III / 120 PAGES SINGLE RULE	NOS	150		
30	BOOK - CR IV / 160 PAGES SINGLE RULE	NOS	150		
31	BOOK - CR V / 200 PAGES SINGLE RULE	NOS	125		
32	BOOK - CR VI / 240 PAGES SINGLE RULE	NOS	50		
33	BOOK - CR VII / 280 PAGES SINGLE RULE	NOS	50		
34	BOOK - EXERCISE - SINGLE RULE / 120 PAGES	NOS	75		
35	BOOK - EXERCISE - SINGLE RULE / 160 PAGES	NOS	100		
36	BOOK - EXERCISE - SINGLE RULE / 200 PAGES	NOS	75		

37	BOOK - EXERCISE - SINGLE RULE / 240 PAGES	NOS	25		
38	BOOK - EXERCISE - SINGLE RULE / 40 PAGES	NOS	25		
39	BOOK - EXERCISE - SINGLE RULE / 80 PAGES	NOS	100		
40	EXAMINATION ANSWER BOOK 08 PAGES 70 GSM	NOS	25,000		
41	EXAMINATION ANSWER BOOK 12 PAGES 70 GSM	NOS	38,000		
42	NOTE BOOK	NOS	125		
43	CLEAR FILE	NOS	75		
44	BOX FILE	NOS	50		
45	BOX FILES (GREEN COLOUR)	NOS	25		
46	CELLO TAPE 1 IN	NOS	350		
47	CELLO TAPE 2 IN	ROL	300		
48	DOUBLE TAPE 2'	ROL	50		
49	BINDING TAPE 1 IN - BLACK/BLUE	ROL	50		
50	BINDING TAPE 2 IN - BLACK/BLUE	NOS	100		
51	GUM TAPE 2'	ROL	50		
52	MASKING TAPE 1 IN	ROL	50		
53	MASKING TAPE 2 IN	NOS	50		
54	VARNISH PAPER	ROL	50		
55	DEMY PAPER - BLACK	NOS	50		
56	COMPUTER PAPER - A3 1PLY	NOS	12		
57	ENVELOPE 09X04 YELLOW	NOS	1250		
58	ENVELOPE 09X06 YELLOW	NOS	1250		
59	ENVELOPE 09X12 YELLOW	NOS	750		
60	ENVELOPE 10X07 YELLOW	NOS	500		
61	ENVELOPE 10X15 YELLOW	NOS	1500		
62	ENVELOPE KDU 10X15	NOS	790		
63	ENVELOPE WHITE 06X04	NOS	150		
64	ENVELOPE WHITE 09X04	NOS	500		
65	ENVELOPE WHITE 09X06	NOS	150		
66	ENVELOPE WHITE 09X12	NOS	250		
67	ENVELOPE WHITE 10X07	NOS	250		
68	BULDO CLIP 2IN	NOS	250		
69	FILE COVER - TEMPORARY	NOS	5000		
70	BACK COVER (BLACK) A4 (PLASTIC)	NOS	150		
71	BACK COVER (BLUE) (A4 SIZE) (PLASTIC)	NOS	150		
72	BACK COVER (RED) (A4 SIZE) (PLASTIC)	NOS	100		
73	EXAMINATION LOOSE SHEET	PKT	35000		
74	GUM - MARISS 200ML	NOS	50		
75	GUM - MARISS 500ML	NOS	25		
76	GUM - NORMAL STICK	BOT	50		
77	GUM BINDER - CHEMIFIX 500ML	BOT	25		
78	GUM BINDER - CHEMIFIX 250ML	BOT	50		
79	INK - STAMPING/PAD 250ML	NOS	50		
80	PAPER CUTTER - LARGE	NOS	75		
81	LETTER HEAD - A4	NOS	6000		
82	PHOTOCOPY PAPER - A4 COLOUR MIX	NOS	50		

83	PHOTOCOPY PAPER A3 - WHITE	PKT	50		
84	PHOTOCOPY PAPER A4 - WHITE	PKT	1175		
85	RONIO/DUPLICATING PAPER	PKT	250		
86	PUNCTURE - LARGE	PKT	37		
87	PVC CARD - ZEBRA CARD FOR ID	NOS	500		
88	RED CODE 1/2 IN	NOS	50		
89	RULER 12 IN PLASTIC	NOS	100		
90	RULER 12 IN STEEL	PKT	50		
91	SCISSOR - LARGE	NOS	75		
92	SCISSOR - SMALL	NOS	25		
93	STAMP PAD - LARGE	NOS	50		
94	STAPLER MACHINE - NO: 10	NOS	50		
95	STAPLER MACHINE - NO: 369	NOS	50		
96	HEAVY DUTY STAPLER MACHINE	NOS	5		
97	STAPLER PIN - 23X08MM	NOS	23		
98	STAPLER PIN - 23X13MM	PKT	8		
99	STAPLER PIN - 23X20MM	PKT	5		
100	STAPLER PIN - 23X24MM	PKT	5		
101	STAPLER PIN - NO: 10	PKT	250		
102	STAPLER PIN - NO:369	PKT	600		
103	STICKY PAD - COLOUR	PKT	115		
104	STICKY NOTE STRIPE - COLOUR	PKT	350		
105	PEN HOLDER	PKT	25		
106	PENCIL	PKT	500		
107	PENCIL CUTTER	NOS	120		
108	ERASER - MANGO	NOS	312		
109	TIPPEX	NOS	305		
110	TWINE THREAD	NOS	75		
111	MEMO PAD	NOS	40		
	<b>Please submit samples to the Tender Opening Committee</b>				
	TOTAL				
	DISCOUNT				
	TOTAL(AFTER DISCOUNT)				
	VAT %				
	GRAND TOTAL				

**(A) OTHER DETAILS**

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

- (B) VAT DETAILS - VALUE ADDED TAX PERMANENT REGISTRATION CERTIFICATE / VAT EXEMPTION LETTER ISSUED BY DEPARTMENT OF INLAND REVENUE TO BE ATTACHED
- (C) PLACES OF DELIVERY – ITEMS TO BE DELIVERED TO THE “ GENERAL SIR JOHN KOTELAWALA DEFENCE UNIVERSITY, KANDAWALA STATE, RATMALANA”ALONG WITH THE COPY OF ORDER AND RELEVANT INVOICE.

(D) Any queries / information with regard to this procurement / tender could be obtained from Officer Commanding Logistics Services office at General Sir John Kotelawala Defence University through e mail [procurement@kdu.ac.lk](mailto:procurement@kdu.ac.lk) and by telephone 0112622504 during working hours.

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

SUPPLIER NAME - .....  
 ADDRESS - .....  
 CONTACT NUMBER - .....  
 E MAIL ADDRESS - .....

Company Seal

(E) Bid Reference : KDU/PRO/S&R/2019/2023 (Recall 01)

.....  
 DATE

I/We agree to abide by the condition No.01-17 of bidding invitation 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

**SPECIFICATION SCHEDULE**

**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 from 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)



**DELIVERY SCHEDULE**

(IT IS MANDATORY TO FILL THE FOLLOWING SCHEDULE BY THE BIDDER)

TENDER NO :

ITEM :.....

QTY :.....

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

NAME OFTHEBIDDER :.....

SIGNATUREOFBIDDER :.....

DATE :.....

COMPANYSEAL :