

Tender No:

UHKDU/PRO/SOGE/STA/0184/2021



University Hospital Kotelawala Defence University
Werahara, Boralessgamuwa
Sri Lanka
T: Phone: 0112044555
Fax: 0112044592
Web:

08 / 06 / 2021

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 1400 hrs on **16/06/2021**. 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**.

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 as 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.

6. **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.

7. **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 :

The Chairman,
Department Procurement Committee,
University Hospital Kotelawala Defence University,
Werahara,
Sri Lanka.

8. 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.

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.

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.

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.** 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.

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.

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,


NVLK WERAGODA
Commander (S)
Procurement Manager
For Vice Chancellor
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

FILE NO - UHKDU/PRO/SOGE/STA/ 0184/2021

SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS

S/N	ITEMS	UNIT	QTY	PRICE EACH SLRS	TOTAL PRICE SLRS
01	PHOTOCOPY MACHINE	NO'S	01		
02	PHOTOCOPY MACHINE	NO'S	01		
03	3IN 1 PRINTER (WITH SCANNER AND PHOTOCOPY)	NO'S	01		
	TOTAL				
	DISCOUNT				
	TOTAL(AFTER DISCOUNT)				
	VAT %				
	GRAND TOTAL				

2. a. Country of Manufacture :-.....
- b. Name of the manufacturer and address :-
.....
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 :-


PROCUREMENT MANAGER
 University Hospital
 General Sir John Kotelawala Defence University
 Werahera

PHOTOCOPY MACHINE

Print Speed	Up to 26 ppm or better
Color Output	Monochrome
Paper Size	Max. A3,Min. A6
Paper capacity	500 Sheets (Minimum)
Memory	2GB (specify if differ)
Operational Pannel Display	7.0-inch colour LCD touchscreen (specify if differ)
Document Feeder	RSPF- Std
Copier - Warm-up time	20 seconds (specify if differ)
Copier - Resolution	600 x 600 dpi or better
Printer - Resolution	1,200 x 600 dpi or better
Printer - Interface	USB & Ethernet
Printer - Supported OS	Windows 7, Windows 10, Windows XP
Scanner - Resolution	Push scan:100, 200, 300, 400, 600 dpi ; Pull scan: 5, 100, 150, 200, 300, 400, 600 dpi 50 to 9,600 dpi via user setting
Scanner - File formats	TIFF, PDF, PDF/A, encrypted PDF, JPEG,XPS
Power supply	230V, 50Hz, 1Phase
Duplex printing	Should be available

Features

- Large Paper Capacity
- Handy USB Ports
- Super-Efficient Output

Make & Model : To be indicated

Country of origin : To be indicated

Warranty : Minimum 2 Years



PROCUREMENT MANAGER
University Hospital
General Sir John Kotelawala Defence University
Warakahera

General Specification for B&W Photocopy/Print/Scan

Copy / Print Speed (ppm)		23 or more	
Warm-up Time		Approx. 20 sec. or better	
Memory		512MB or more	
Input Paper Capacity	Standard	350 sheets or more	
	Maximum	600 sheets or more	
Available Paper Weight		64 - 216 g/m ² / 17 - 110lbs. Index	
Available Paper size		A3, B4, A4R, A4, B5R, B5, A5R, A5, B6	
Document Feeder		Optional 50-sheet RADF	
Duplexing		Optional	
<u>Copier Feature</u>			
First Copy Speed		6.4 sec. (A4) / 6.5 sec (LT)	
Resolution		2,400 × 600 dpi (with soothing) or better	
Multiple Copy		Up to 999	
<u>Printer Feature</u>			
Resolution		600 × 600 dpi, 2,400 × 600 dpi (with soothing)	
Interface	Standard	USB (High speed)	USB (High speed), 10/100BASE-T
<u>Scanner Feature</u>			
Resolution		150/200/300/400/600* dpi	
Max. Scan Speed	Color	22 spm (200 dpi)	
	B & W	25 spm (all resolution)	
Data format		TIFF, PDF, JPEG** minimum	
Scan Protocol		- (USB connection)	
<u>Security Feature</u>			
Warranty		01 Year Warranty or more	
Power source		220 - 240V (±10%), 50 / 60Hz (±2Hz), 4.0 Amp	

General Specification for Photocopy/Print/Scan/Fax**Main Unit**

Machine Type	Colour Laser Multifunctional	
Core functions	Print, Copy, Scan, Send, Store and Fax	
Processor	any	
Interface Connection	NETWORK	Standard: 1000Base-T / 100Base-TX / 10Base-T, Wireless LAN (IEEE 802.11 b/g/n);
	Ethernet or Wireless	Optional: NFC

OTHERS

Standard: USB 2.0 x, USB 3.0
Optional: Copy Control Interface

Paper Capacity (A4, 80/m²)

Standard: 1,000 Sheets or more
Maximum: 2,000 Sheets or more

Paper Source (A4, 80/m²)

Standard: Two 550-sheet paper cassettes
100-sheets Multi-Purpose Tray
Optional: Dual 550-sheet paper cassettes (CASSETTE FEEDING UNIT-AP1)
Maximum: 2,000 Sheets or more

Print Specifications

Printing method	Colour Laser Beam Printing
Print Speed (BW/CL)	20ppm (A4), 15ppm (A3) or better
Print Resolution	600 x 600dpi, 1200 x 1200dpi or better
Double Sided Printing	Automatic (Standard)
Direct Print	Direct printing available from USB memory key Supported file types: TIFF, JPEG, PDF and XPS minimum. Word optional.

Copy Specifications

Copy Speed (BW/CL)	20ppm (A4), 15ppm (A3) or better
First-Copy-Out Time (BW/CL)	Approx. 5.9 / 8.2 seconds or less
Copy resolution	Reading: 600 x 600dpi or better
Multiple Copies	Up to 999 copies
Copy Exposure	Automatic or Manual

Scan Specifications

Type	Colour Platen and Duplexing Automatic Document
------	--

Supported media size/s

DADF- A3, B4, A4R, A4, B5R, B5, A5R, A5, B6
AV1:

Pull Scan Specifications

Colour Network ScanGear². For both TWAIN and
WIA

Supported OS: Windows Vista / 7 / 8 / 8.1 / 10

Scan Resolution

300 x 300dpi, 600 x 600dpi or better

Scan Method

Send, Scan to USB, Pull scanning

Double sided scanning

2-sided to 2-sided (Automatic)

Send Specifications

Destination

E-mail / Internet FAX (SMTP), SMB, FTP, Super G3 FAX(Optional)

Colour Mode

Auto Colour Select (Full Colour, Grayscale),
Auto Colour Select (Full Colour/ Black-and-White)
Full Colour, Grayscale, and Black-and-White**Fax Specifications**

Maximum Number of Connection Lines

1

Modem Speed

Super G3: 33.6kbps

G3: 14.4kbps any

Resolution

400 x 400dpi, 200 x 400dpi, 200 x 200dpi, 200 x 100dpi

Sending / Recording Size

A5* and A5R* to A3

FAX memory

Up to 512 pages or better

Speed dials

Max. 281

Group dials

Max. 299 dials

Power source

220 - 240V ($\pm 10\%$), 50 / 60Hz ($\pm 2\text{Hz}$), 4.0 Amp

PROCUREMENT MANAGER
 University Hospital
 General Sir John Kotelawala Defence University
 Werahera

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 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

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)


PROCUREMENT MANAGER
 University Hospital
 General Sir John Kotelawala Defence University
 Werahera

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 Hospital
General Sir John Kotelawala Defence University
Warakumbura