

Tender No:

UHKDU/PRO/SOGE/SVS/0293 /2021



UNIVERSITY HOSPITAL  
General Sir John Kotelawala Defence University

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

.....02... / .08. / 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 rent 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 **11 / 08 / 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 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. **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. **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.

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.

### **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.

8. **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.

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 loss resulting from the supplier's failure to complete his performance obligations under the contract. If the contracted supplier fails to deliver the items 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 o

12. 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.

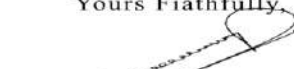
14. **DELIVERY.** Preference will be given for early delivery. In case of bulk supplies for locally manufactured items, the delivery of **total quantity must be completed within 120 days of signing of contract,** unless mutually agreed for extended delivery period with University Hospital Kotelawala 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.

**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,



TMCL Weerasinghe  
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/SVS/0293/2021

**SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS**

S/N	ITEMS	UNIT	QTY	PRICE EACH SLRS	TOTAL PRICE SLRS
01	MEDICAL RECORD BOOK (GSM 70) 23cm x 15cm	NO'S	500		
	Specification is attached here with Annex "B"				
	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  
Warakhera





**UNIVERSITY HOSPITAL**  
General Sir John Kotelawala Defence University

# UNIVERSITY MEDICAL UNIT



# CLINIC BOOK

NAME:- .....  
HOSPITAL REG NO:-.....CLINIC REG NO: - MC / /  
CONSULTANT PHYSICIAN:-.....

# UNIVERSITY MEDICAL UNIT

University Hospital  
Kotelawala Defence University  
Werahera.  
Tel No : + 94 112 044 555.



3m 21cm

CLINIC NUMBER

Name :

Age :

Gender :

Address :

Contact No. - Mobile :

Residence :

Weight	
Height	
BMI	
Waist	



**1. Medical problems**


**2. Surgical problems**

**3. Other problems (Gyn & Obs/ Psychological/ Social)**

**4. Allergy**

	Weight
	Height
	BMI
	Waist




**5. Smoking/ Alcohol consumption**




**1st Visit**

Date

Presenting complaint:

Examination:  
General Examination:

<p><b>CVS</b></p> <p>BP -</p> <p>PR -</p> <p>Heart sounds -</p>	<p><b>Pulse :</b></p> 
	<p><b>Abdomen:</b></p> 
<p><b>CNS :</b></p>	<p><b>Muscular – Skeletal:</b></p>



**Investigations results:**

**Plan:**

Investigations requested

Next Clinic Date

Name :

Clinic No :

	Drug	Dose	Frequency	Duration
01.	Enalapril/Losartan			
02.	Bisoprolol/Carvedilol			
03.	Amlodipine/Nifedipine			
04.	Prazosin			
05.	HCT			
06.	Aspirin			
07.	Clopidogrel			
08.	Furosemide			
09.	Spirolactone			
10.	Metformin			
11.	Gliclazide			
12.	Sitagliptin			
13.	Atorvastatin			
14.	Omeprazole/Famotidine			
15.	Domperidone			
16.	MDI/DPC Salmeterol-Fluticasone			
17.	Pre- mixed insulin 30/70			
18.				
19.				
20.				
21.				
22.				

Signature.....

Date.....





**Follow up visit**

**Date**

**Seen by :**

**Current Problems:**

**Examination:**

**Investigation results:**

Plan:

Date:

Seen by:

Current Problems:

Examination:

Investigations requested

Investigation results:

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12.	Sitagliptin			
13.	Atorvastatin			
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17.	Pre- mixed insulin 30/70			
18.				
19.				
20.				
21.				
22.				

Signature.....

Date.....

Year	Project	Value	Unit
2017	Enlightenment		
2018	Enlightenment		
2019	Enlightenment		
2020	Enlightenment		
2021	Enlightenment		
2022	Enlightenment		
2023	Enlightenment		
2024	Enlightenment		
2025	Enlightenment		
2026	Enlightenment		
2027	Enlightenment		
2028	Enlightenment		
2029	Enlightenment		
2030	Enlightenment		
2031	Enlightenment		
2032	Enlightenment		
2033	Enlightenment		
2034	Enlightenment		
2035	Enlightenment		
2036	Enlightenment		
2037	Enlightenment		
2038	Enlightenment		
2039	Enlightenment		
2040	Enlightenment		
2041	Enlightenment		
2042	Enlightenment		
2043	Enlightenment		
2044	Enlightenment		
2045	Enlightenment		
2046	Enlightenment		
2047	Enlightenment		
2048	Enlightenment		
2049	Enlightenment		
2050	Enlightenment		



**Follow up visit**

**Date**

**Seen by :**

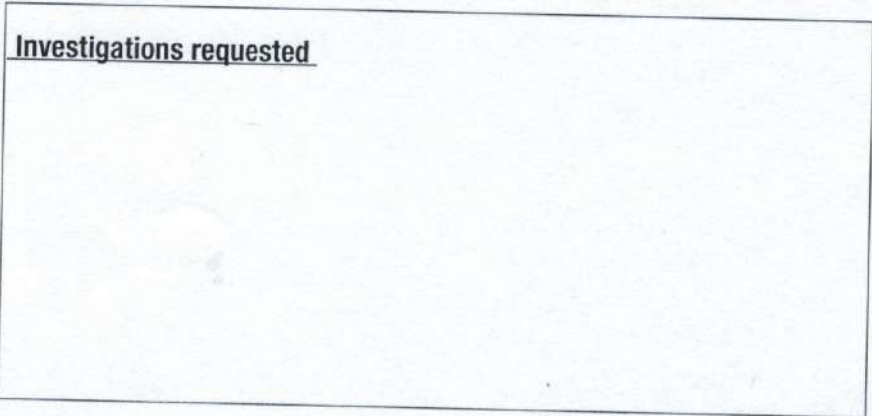
**Current Problems:**

**Examination**

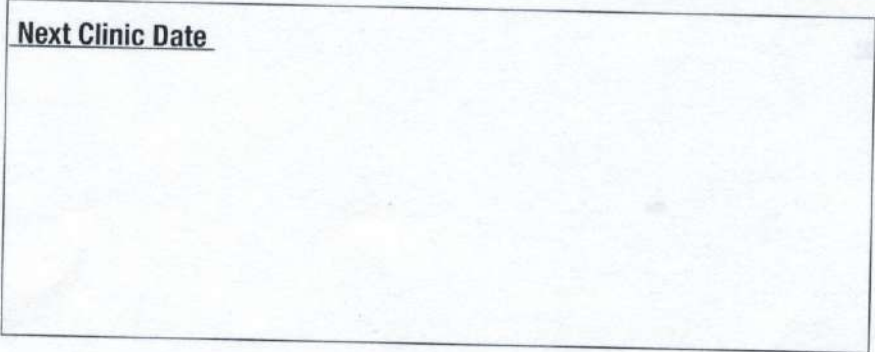
**Investigation results:**

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Investigations requested



Next Clinic Date



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17.	Pre- mixed insulin 30/70			
18.				
19.				
20.				
21.				
22.				

Signature.....

Date.....

Page No. \_\_\_\_\_  
 Date \_\_\_\_\_

Sl. No.	Particulars	Debit	Credit
01	Balance b/d		
02	By Cash		
03	To Cash		
04	By Bank		
05	To Bank		
06	By Sales		
07	To Sales		
08	By Purchase		
09	To Purchase		
10	By Salary		
11	To Salary		
12	By Rent		
13	To Rent		
14	By Interest		
15	To Interest		
16	By Dividend		
17	To Dividend		
18	By Profit		
19	To Profit		
20	By Balance c/d		
21	To Balance c/d		
22			
23			
24			
25			



**Follow up visit**

**Date**

**Seen by :**

**Current Problems:**

**Examination**

**Investigation results:**

Plan:

Investigations requested

Next Clinic Date

Name :

Clinic No :

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19.				
20.				
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22.				

Signature.....

Date.....

Page: \_\_\_\_\_  
 Date: \_\_\_\_\_

Sl. No.	Particulars	Debit	Credit
01	Balance b/d		
02	...		
03	...		
04	...		
05	...		
06	...		
07	...		
08	...		
09	...		
10	...		
11	...		
12	...		
13	...		
14	...		
15	...		
16	...		
17	...		
18	...		
19	...		
20	...		
21	...		
22	...		



**Follow up visit**

**Date**

**Seen by :**

**Current Problems:**

**Examination**

[Empty box for Examination notes]

**Investigation results:**

[Empty box for Investigation results notes]

Plan:

Follow up visit

Date

Seen by

Current Problems:

Investigations requested

Examination

Next Clinic Date

Investigation results

Name :

Clinic No :

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18.				
19.				
20.				
21.				
22.				

Signature.....

Date.....





**Follow up visit**

**Date**

**Seen by :**

**Current Problems:**

**Examination**

Investigation results

**Investigation results:**

Next Clinic Date

Plan:

Investigations requested

Next Clinic Date

Name :

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19.				
20.				
21.				
22.				

Signature.....

Date.....

Item	Description	Quantity	Unit	Price	Total
01	...				
02	...				
03	...				
04	...				
05	...				
06	...				
07	...				
08	...				
09	...				
10	...				
11	...				
12	...				
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25	...				
26	...				
27	...				
28	...				



Referrals

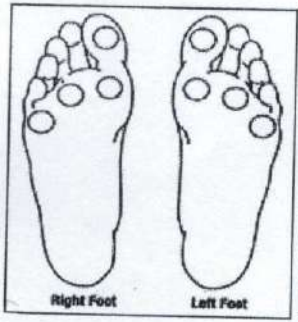
## Referrals

### Diabetic Foot Examination

		RIGHT FOOT		LEFT FOOT		
1.	Sensory symptoms	absent	present	absent	present	
2.	Skin breakdown (ulcer)	absent	present	absent	present	
3.	Callosity	absent	present	absent	present	
4.	Cracks	absent	present	absent	present	
5.	Deformity	absent	present	absent	present	
6.	Distal pulse +/-	DP	absent	present	absent	present
		TP	absent	present	absent	present
7.	Infection	Nail	Normal		Normal	
			Infection		Infection	
			Ingrown		Ingrown	
			Web space	Normal		Normal
Infection		Infection				
8.	Wounds	absent	present	absent	present	
9.	Amputation	absent	present	absent	present	
10.	Scar	absent	present	absent	present	

#### DIABETIC FOOT SCREENING TEST

#### Monofilament figure



	Intact	Impaired	Absent
Monofilament			
Vibration			



<b>RISK CATEGORY</b>	
<b>Active foot diseases</b>	
<b>High risk</b>	
<b>Moderate</b>	
<b>Low risk</b>	

**Comments**

<b>Plan</b>		<b>Next Assessment</b>
<b>Screened by :</b>	<b>Signature</b>	
<b>Date :</b>		

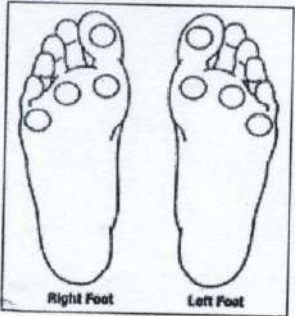


### Diabetic Foot Examination

		RIGHT FOOT		LEFT FOOT			
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			Ingrown		Ingrown		
			Web space	Normal		Normal	
				Infection		Infection	
8.	Wounds	absent	present	absent	present		
9.	Amputation	absent	present	absent	present		
10.	Scar	absent	present	absent	present		

#### DIABETIC FOOT SCREENING TEST

#### Monofilament figure

		Intact	Impaired	Absent
		Monofilament		
Vibration				





**Screening**

<b>Screening</b>	<b>First screening date</b>	<b>Next due date</b>	<b>Next due date</b>	<b>Next due date</b>	<b>Next due date</b>
<b>Eye referral</b>					
<b>Foot Assessment</b>					
<b>Nephropathy Screening</b>					
<b>Liver Screening</b>					
<b>Periodontal screening</b>					
<b>Neuropathy Screening - Peripheral neuropathy</b>					
<b>Autonomic symptoms</b>					

**Screening**

<b>Screening</b>	<b>First screening date</b>	<b>Next due date</b>	<b>Next due date</b>	<b>Next due date</b>	<b>Next due date</b>
<b>Eye referral</b>					
<b>Foot Assessment</b>					
<b>Nephropathy Screening</b>					
<b>Liver Screening</b>					
<b>Periodontal screening</b>					
<b>Neuropathy Screening - Peripheral neuropathy</b>					
<b>Autonomic symptoms</b>					









**USS**

**ECG**

**2D - ECHO**

**OTHER  
SPECIAL  
INVESTIGATIONS**



**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)

  
 PROCUREMENT MANAGER  
 University Hospital  
 General Sir John Kotelawala Defence University  
 Welisara

**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	
<b>TOTAL</b>	

NAME OF THE BIDDER : .....

SIGNATURE OF BIDDER : .....

DATE : .....

COMPANY SEAL : .....

  
PROCUREMENT MANAGER  
University Hospital  
General Sir John Kotelawala Defence University  
Warakera