

Tender No:

UHKDU/PRO/SOGE/SVS/0482/2022



University Hospital Kotelawala Defence University  
Werahara ,Boralessgamuwa  
Sri Lanka  
T:Phone: 0112044555  
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Web: mmc53uhkdu@gmail.com

30 / 12 / 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 Renewal of Service & Maintenance Agreement For VRV Type AC Plants Installed.

2. **CLOSING DATE & TIME.** The tender will close at 1400 hrs on **11/01/2023** 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.**

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, 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** **1400 hrs on 11/01/2023**.....

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.

8. **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.

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 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.

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 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.

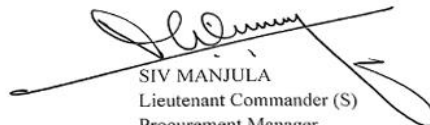
14. **DELIVERY.** Preference will be given for early delivery. In case of bulk supplies for locally manufactured items, the delivery of **total quantity must be completed within 120 days of signing of contract,** unless mutually agreed for extended delivery period with University Hospital Kotelawala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

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



SIV MANJULA  
Lieutenant 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

**SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS**

S/N		ITEMS	UNIT	QTY	PRICE EACH SLRS	TOTAL PRICE SLRS
01	Annual Service and Maintenance Agreement for VRV type AC Plants of Nurse Stations at 01th and 09 <sup>th</sup> Floor of Main Hospital Building at UHKDU	AC PLANT VRF 95,500 BTU/Hr	No,s	04		
02		AC PLANT VRF 114,000 BTU/Hr	No,s	02		
03		AC PLANT VRF 114,700 BTU/Hr	No,s	13		
04		AC PLANT VRF 191,100 BTU/Hr	No,s	03		
05		INDOOR UNIT 9,000 BTU/Hr	No,s	125		
06		INDOOR UNIT 12,000 BTU/Hr	No,s	50		
07		INDOOR UNIT 15,000 BTU/Hr	No,s	50		
08		AC PLANT VRF 107,500 BTU/Hr	No,s	01		
09		AC PLANT VRF 54,600 BTU/Hr	No,s	01		
10		INDOOR UNIT 9,000 BTU/H	No,s	02		
11		INDOOR UNIT 15,000 BTU/H	No,s	01		
12		INDOOR UNIT 24,000 BTU/H	No,s	01		
13		INDOOR UNIT 36,000 BTU/H	No,s	02		
14		CONTROLLER	No,s	06		
15		DRAINPUMP	No,s	04		
		Specification is attached here with annex 'B'				
	<b>TOTAL</b>					
	<b>DISCOUNT</b>					
	<b>TOTAL(AFTER DISCOUNT)</b>					
	<b>VAT %</b>					
	<b>GRAND TOTAL</b>					

  
 PURCHASING MANAGER  
 University Hospital  
 General St. John's Kotelawala Defence University  
 Marshala

- 2. . a . Validity : 120 days from the date of closing of tender
- b . **Payment term** : **Credit**
- c .Warranty : .....
- d . Brand name : .....
- e .Country of origin : .....
  
- 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 : .....



ANNEX 'B'CME/UHKDU/SMA/43/2022 (39)DATED 29 SEPTEMBER 202201. SERVICE WORKSCOPE OF VRF TYPE A/C PLANTS AT 6.8A/ 6.8B MARRIED QUARTERS AND 07<sup>TH</sup>/09<sup>TH</sup> FLOORS OF MAIN HOSPITAL BUILDING - UHKDUa. Outdoor Units

- (1). **Check proper operational condition of Outdoor unit.**  
Operation condition and efficiency to be checked before and after the service by the service provider and errors and less performed outdoor units/ system to be identified if any.
- (2). **Check for any physical damages.**  
It is being checked whether there are any physical damages on the outdoor units caused by external effects. Minor damages are rectified accordingly. Major damages to be rectified after a valuation and end user's approval.
- (3). **Check and service of panel board.**  
The indoor control panel box to be checked and serviced.
- (4). **Check and service of outdoor PCBs.**  
All the PCBs to be checked using standard equipment in order to ensure proper function. If any minor breakdowns observed, it should be rectified accordingly. Major damages such as replacement of PCBs are to be done after valuation and end user's approval.
- (5). **Check for abnormal noise on fan.**  
Service provider must ensure the smooth operation of fan units and blower motors.
- (6). **Check the voltages, running amperes, pressure of the unit.**  
Unit voltages, line to line voltages, running amperes, suction & discharge pressures of the outdoor units are to be checked before and after the service in order to evaluate the performance upgrading after the service carried out.
- (7). **Cleaning of heat exchanger.**  
Service provider must ensure all the heat exchangers are free of foreign particles and to be maintained the OEM recommended heat transfer rates. High pressure water/air cleaning of all the heat exchangers. Application of corrosion resistance materials are to be done as per the requirement. The efficiency is to be checked on completion of the service.

  
**MANAGEMENT MANAGER**  
University Hospital  
General Sir John Kotelawala Defence University  
Morshera

b. Indoor Units

(1) **Check Remote Controllers/ function of Central Controllers**

(a). The functioning of Indoor units according to the selected mode is to be checked.

(b). The functioning of ON/OFF and temperature control buttons is to be checked.

(2) **Check for any physical damages.**

It is to be checked whether there are any physical damages on the indoor units caused by external effects. Minor damages are rectified accordingly. If any major damages are observed need to be rectified upon end user's concern.

(3) **Check for any loose connection on electric wiring.**

The indoor control panel box is to be opened and checked for any loose connection on the supply wirings. If so, the wires are to be tightened.

(4) **Check for any loose connection on control wiring.**

The control wire connection at the indoor unit control box is to be checked. If there are any loose connections, the wire is to be tightened.

(5) **Check for any burning marks on contactors/PCBs.**

It is to be physically checked for any burning marks on the contactors or indoor PCBs. If so operation of the contactors/PCBs is to be checked using multi meter.

(6) **Check for any drain pump failure.**

If there is any failure of the drain pump, the operation of the drain pump is to be checked. Minor defects is to be rectified accordingly, any replacement of the items if required is to be done after valuation and customer approval.

(7) **Check for any drain leakages, blockage.**

The drain pan of the indoor unit is to be checked. If any leakages and blockages found, rectification is to be done accordingly.

(8) **Check for fan motor rotation.**

The rotation and the rotational speed is to be checked. If the values are not lies within the standards, necessary actions are to be done accordingly. If any abnormal noise is heard from the fan, the necessary actions are to be taken. If replacement of the items are required (based on Error code CH10), it is to be done after valuation and customer approval.

(9) **Check and service of evaporator coil.**

The condition on the evaporator coil is to be checked. If there is less dust present in the evaporator coil, it is being brushed during the servicing. High pressure water wash to be carried out if required.

(10) **Cleaning Air filter.**

The air filter is to be washed and clean thoroughly during the service to get the better efficiency and operation of the indoor unit.

  
**DOCUMENT MANAGER**  
University Hospital  
General Sir Jinnah Kote Jawala Dastawa University  
Marsheha

02. CONDITIONS OF VRF TYPE A/C PLANTS AT 6.8 A, 6.8 B BUILDINGS- UHKD

- a. Routine service/maintenance will be carried out 04 times per year.
- b. Service provider should carry necessary standard gauges and tools to carry out services.
- c. The condition of the equipment to be reported and log books to be maintained for informs defects.
- d. After each service, shall leave a signed copy of the service report indicating the actual work done.
- e. Attend any fault diagnosis of emergency break downs within 01- 02 hrs of time period.
- f. Service provider must ensure to maintain the system with optimal maintenance cost.
- g. Service provider should maintain the whole AC system as per the ashrae standards and to be ensure the system lines are well insulated and properly secured. If not should take the necessary rectification action free of charge.
- h. If found any defect can't be remedied, service provider should inform a solution for future action and should provide the comprehensive technical report with regard to the failure.
- i. Workmanship to be provided for any defect rectification/ repairs by the service provider free of charge cost.

03. The services shall include providing all manpower, tools and plants like ladder, stools, spanners, high pressure equipment, testing equipment's and replacement of defective spare parts at any height/any floors as and where required, and as directed by UHKDU authorities.

Note:

01. Service provider should provide unit price for following spare parts which will be required for unforeseen defects.

Sr No	Spare parts Description	Unit Price
01	Compressor	95,000 BTU/Hr
		114,000 BTU/Hr
		114,700 BTU/Hr
		191,100 BTU/Hr
		107,500 BTU/Hr
		54,600 BTU/Hr
02	Indoor Blower Motor with Blade	
03	Evaporator Coil	9,000 BTU/Hr
		12,000 BTU/Hr
		15,000 BTU/Hr
		24,000 BTU/Hr
		36,000 BTU/Hr
04	Condenser	95,000 BTU/Hr
		114,000 BTU/Hr
		114,700 BTU/Hr
		191,100 BTU/Hr
		107,500 BTU/Hr
		54,600 BTU/Hr

*[Handwritten Signature]*  
**PROCUREMENT MANAGER**  
 University Hospital  
 Prof. Dr. Jyoti K. Kotechawala Datta (University)  
 Dhule

05	Outdoor Fan Motor with blade	
06	Indoor expansion valve	
07	Indoor Drain Pump	
08	Outdoor Fan Blade	
09	Thermostat sensor	
10	Coil sensor	
11	Outdoor Temperature sensor	
12	Outdoor solenoid valve	
13	PCB (Complete set)	INDOOR
		OUTDOOR
14	Low pressure cutout	
15	High pressure cutout	
16	Controller	

  
**MANAGEMENT MANAGER**  
 University Hospital  
 General St. Joon Kosejawala Dofono University  
 Merahe



**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 : .....



**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

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)

