

Procurement Management Centre  
University Hospital  
Kotelawala Defend University  
Werahera

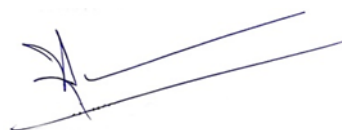
UHKDU/PRO/SOGE/SVS/0112/2021

M/S.....

03<sup>rd</sup> May 2021

**SERVICE/ MAINTENANCE AGREEMENT(AMC) FOR SPLIT TYPE AC PLANTS**  
**AT UHKDU**

1. Please be kind enough to forward your proposal including price break down for Service required for the Annual Maintenance Agreement(AMC) for Split Type AC Plants at UHKDU considering the following detail.
  - a. Scope of work – Annex “B”
2. Following details to be included in to your proposal and evaluation will be carried out base on the same.
  - a. Agreement to comply the scope of work of UHKDU.
  - b. Condition of agreement
  - c. Payment condition for both service agreement and spare parts separately.
3. General Conditions of tender invitation is submitted here with as annex “A” to this letter and same to be submitted together with your proposal before at 1400 hours 12<sup>th</sup> March 2021.
4. Your cooperation in this regard is highly appreciated.



NVLK Weragoda  
Commander(S)  
Procurement Manager

- Annex :
- a. Invitation to Bid.
  - b. Scope of work.

Tender No:

UHKDU/PRO/SOGE/SVS/0112/2021

.....  
 .....  
 .....



UNIVERSITY HOSPITAL

General Sir John Kotelawala Defence University

University Hospital Kotelawala Defence University  
 Werahara ,Boralesgamuwa  
 Sri Lanka  
 T:Phone: 0112044555  
 Fax: 0112044592  
 Email : mmc53uhkdu@gmail.com

.....03... / ...05... / 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 Service required for the Building Management System service listed in the schedule in Annex "A" The relevant specifications of the service are indicated in Annex "B"

2. **CLOSING DATE & TIME.** The tender will close at 1400 hrs on ...**12/05/2021**.. 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.**

### 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** : .....

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 value 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 Contr\_act.

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,

  
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

**SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS**

S/N	ITEMS	UNIT	QTY	PRICE EACH SLRS	TOTAL PRICE SLRS
01	Service and Maintenance Agreement for Split Type AC Plants at UHKDU				
	Work Scope 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  
 Welisara

**SERVICE AGREEMENT OF SPLIT TYPE A/C PLANT’S AT UHKDU**

01. Sir John Kotalawala Defence University Hospital consist of 326 No’s Split type AC units to cater air conditioning requirement of 3.2,6.11, 6.10, 6.9, 6.5, 6.3, 6.1,6.2,Server room, UPS room VVIP lift lobby and all electrical sub stations.

**SPLIT TYPE AC PLANTS**

SR NO	CAPACITY	BRAND/MANUFACTURER	QTY
01	9000 BTU/Hr	MIDEA	171
02	12000 BTU/Hr	MIDEA	93
03	12000 BTU/Hr	AUX	07
04	12000 BTU/Hr	CHUNLAN	10
05	12000 BTU/Hr	LG	01
06	18000 BTU/Hr	MIDEA	15
07	24000 BTU/Hr	MIDEA	12
08	30000 BTU/Hr	MIDEA	03
09	60000 BTU/Hr	MIDEA	04
10	60000 BTU/Hr	HAIER	01
11	60000 BTU/Hr	AUX	06
12	60000 BTU/Hr	SINGER	03
Total Air Conditioning plants			326

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

03. Service Work Scope for Spilt type A/C Units.

The service shall include the followings:

- a. Checking thermostat, relays, remote control etc.
- b. Check the insulations and electrical connections
- c. Checking motor bushings.
- d. Checking ground connections.
- e. Cleaning of blower and condenser fan.
- f. Cleaning the High pressure water evaporator & condenser coils.
- g. Checking and tightening of nuts & bolts.
- h. Checking of the blower motors and fan motors.
- j. Charging of Refrigerant Gas during the period of Contract if need arises.
- k. Checking cooling efficiency
- l. Check the drain line and insulations.
- m. Checking Firmness of the Supporting arrangement for the compressor, blower motor, air conditioners casing and fixing of the air conditioners etc.
- n. Replacement of any component of air conditioners (Outdoor and indoor units, inlet and outlet Pipelines, electrical connections etc.) if found defective.
- o. Cleaning of the indoor unit body by wiping out the dust etc. with wet cloth.
- p. Clean indoor unit air filters and fan blades.
- q. Check any refrigerant leakage.
- r. Grease all nut and bolt for corrosion prevention.
- s. Any other concerns inform by the end user.

  
**PROCUREMENT MANAGER**  
 University Hospital  
 General Sir John Kotalawala Defence University  
 Werahera

04. Conditions

- a. Routine service/maintenance will be carried out 03 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 book to be maintained for inform defects.
- d. After each service, shall leave a signed copy of the service report indicating the actual work performed.
- e. Attend any fault diagnosis of emergency break downs within 02-03 hrs. of time period.
- f. If any defect can't be remedied, service provider should inform a solution for future action.
- g. Workmanship to be provided for any defect rectification/ repairs by the service provider free of charge cost.

**Note:**

01. Service provider should provide unit price for following spare parts which will be required for unforeseen defects and the validity of price should be cover the 01 year agreement period.

02. Advance payment for the service agreement is subjected to performance bond.

Sr no	Non -Inverter Spare parts description	Unit Price
01	Compressor	9000 Btu/Hr
		12000 Btu/Hr
		18000 Btu/Hr
		24000 Btu/Hr
		36000 Btu/Hr
		60000 Btu/Hr
02	Magnetic Contactor	Single Phase
		Three Phase
03	Blower Motor with Fan Blade	
04	Evaporator Coil	9000 Btu/Hr
		12000 Btu/Hr
		18000 Btu/Hr
		24000 Btu/Hr
		36000 Btu/Hr
		60000 Btu/Hr
05	Condenser	9000 Btu/Hr
		12000 Btu/Hr
		18000 Btu/Hr
		24000 Btu/Hr
		36000 Btu/Hr
		60000 Btu/Hr
06	Outdoor Fan Motor	
07	Outdoor Fan Blade	
08	Thermostat sensor	
09	Coil sensor	
10	Outdoor Temperature sensor	
11	PCB (Universal)	
12	Capacitor	1.5 $\mu$ F
		2.5 $\mu$ F
		3.5 $\mu$ F
		35 $\mu$ F
		45 $\mu$ F
		60 $\mu$ F

Sr no	Inverter spare parts description	Unit Price
01	Compressor	9000 Btu/Hr
		12000 Btu/Hr
		18000 Btu/Hr
		24000 Btu/Hr
		36000 Btu/Hr
		60000 Btu/Hr
02	Magnetic Contactor	Single Phase
		Three Phase
03	Blower Motor with Fan Blade	
04	Evaporator Coil	9000 Btu/Hr
		12000 Btu/Hr
		18000 Btu/Hr
		24000 Btu/Hr
		36000 Btu/Hr
		60000 Btu/Hr
05	Condenser	9000 Btu/Hr
		12000 Btu/Hr
		18000 Btu/Hr
		24000 Btu/Hr
		36000 Btu/Hr
		60000 Btu/Hr
06	Outdoor Fan Motor	
07	Outdoor Fan Blade	
08	Thermostat sensor	
09	Coil sensor	
10	Outdoor Temperature sensor	
11	PCB (Universal)	
12	Capacitor	1.5 $\mu$ F
		2.5 $\mu$ F
		3.5 $\mu$ F
		35 $\mu$ F
		45 $\mu$ F
		60 $\mu$ F

  
**PROCUREMENT MANAGER**  
 University Hospital  
 General Sir John Kotelawala Defence University  
 Werahera