

Tender No:

UHKDU/PRO/MED/92/2021



UNIVERSITY HOSPITAL  
General Sir John Kotelawala Defence University

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

18 / 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 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 09 / 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 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.

### **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 in the form of "On Demand" & "Unconditional" Bank/Insurance Guarantee for a sum equivalent to 10% of the contract value for that exceeds Rs. 500,000.00 or equivalent amount in foreign currency through a recognized Commercial Bank registered in Sri Lanka Insurance Company authorized by the Insurance Board of loss resulting from the supplier's failure to complete his performance obligation contract. If the contracted supplier fails to deliver the items Sri Lanka to issue such Performance Guarantee for this purpose, **within two weeks 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 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 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.

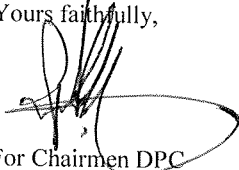
15. **LIQUIDATED DAMAGES.**

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,



For Chairmen DPC  
General Sir John Kotelawala Defence University  
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
	<b><u>PURCHASE OF LATERAL MASS SCREWS AND FIXATION SET FOR NEUROLOGY DEPARTMENT FOR UHKDU</u></b>				
01	Lateral Mass Screws and Fixation Set	No	01		
	DISCOUNT				
	TOTAL(AFTER DISCOUNT)				
	VAT %				
	<b>GRAND TOTAL</b>				

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 :- .....

University Hospital

University Hospital

University Hospital

University Hospital

University Hospital

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02. Material Characteristics

<p>i. The <u>instruments</u> should be manufactured out of high quality medical grade stainless steel/ Titanium or any other standard and acceptable material conforming in the minimum to</p> <p>a. DIN 58298 (latest version)</p> <p>b. ISO 7153-1 (latest version)</p> <p>c. BS 5194 (latest version)</p> <p>ii. Where there is discrepancy in the above standards, the higher standard shall prevail.</p> <p>iii. The part number and name of manufacturer should be engraved on the each instrument, when relevant</p> <p>iv. Instruments should carry Ledger marking indicating the Manufacturer's name and Batch No./ Lot No./ bar code / QR code, and Country of Origin</p>			<p>Conformity will not be accepted without evidence</p>	
<p><b>Implants</b></p> <p>i. All the implants including lateral mass screws, set screws, rods, occipital plates and occipital screws should be made of high quality medical grade Titanium</p> <p>ii. Should be compatible with MRI up to 3 Tesla</p> <p>iii. Should cause low artefacts on CT/ MRI</p> <p>iv. System may have clear colour coding system for identification</p> <p>v. Length and the width/ diameter of every screw should be engraved/ printed on each and every screw</p> <p>vi. Bidder should supply full range of implants mentioned below under 8.1</p> <p>vii. All implants shall have a CE, TUV, or FDA Quality certificate</p> <p>viii. The system have a top loading low profile screw heads</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>			

<p>ix. All lateral mass screws should be polyaxial</p> <p>x. The system shall be upgradable to transe-articular screw fixation</p> <p>xi. The system shall be compatible for fixation of traumatic injuries and correction of deformities</p> <p>xii. Bidder should quote their latest or currently selling system</p> <p>xiii. Bidder should be agreed to exchange implants free of charge on emergency needs, i.e. when necessary sizes are not available with the buyer (Please provide the documentary evidence and conditions of the bidder)</p>	C  C C C				
<p><b>04. Applicable Standards</b></p> <p>The following standards should be conformed to with respect to Materials, Execution, Examination and Passivation of instruments</p> <ol style="list-style-type: none"> <li>1. ISO 7153-1 Surgical Instruments-Metallic materials-Part 1: Stainless Steel</li> <li>2. DIN 58298-Materials, execution and examination of medical instruments</li> <li>3. ISO 13402 Surgical and dental hand instruments Determination of resistance against autoclaving, corrosion and thermal exposure</li> <li>4. ISO 7151 Surgical Instruments -Non cutting articulated instruments, General requirements and test methods</li> <li>5. ASTM Designation: A 380-06 Standard Practice for Cleaning, Descaling and Passivation of Stainless Steel Parts, Equipment and Systems</li> <li>6. ASTM Designation: A 967-05e1 Standard Specification for Chemical Passivation Treatments for Stainless Steel Parts</li> </ol>				Conformity will not be accepted without evidence	

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05.	<b>Manufacturer quality standards</b>					
	i. The manufacturer should have a certified quality control system conforming to ISO 13485 (Latest version) accredited by an independent third party accreditation body. ii. Other standards ISO 9001 (latest), ISO 14001 (latest)					
06	<b>Additional Accessories/ Instruments/ Parts/ Spares</b>					
	<b>All the accessories/ additional instruments/ parts/ spares necessary for the smooth, safe, durable, optimal and full profile use of the instruments sets and implants should be specified, quoted, and supplied by the bidder whenever relevant, whether such an accessories/ additional instruments/ parts/ spares are mentioned in the buyers specifications or not.</b>	C				
07	<b>Instruments set</b>	C				
	1. An "instruments set" necessary for smooth, safe, durable, optimal and full profile use of the implants should be supplied by the bidder <u>FREE OF CHARGE/ WITHOUT INCURRING ANY ADDITIONAL COST.</u>  This may be done in any of the appropriate ways mentioned below. 1. Bidder may provide an "instruments set" for the permanent use of the UHKDU, so that the instruments set shall be considered as a property and an inventory item of the UHKDU. 2. Bidder may provide an "instruments set" for the use of					

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<p>the UHKDU as long as the bidder's screws are being used, so that the "instruments set" shall be retained within the UHKDU for such a period</p> <p>3. Bidder may provide an "instruments set" on case by case basis whenever the need arises</p> <p>Bidders in 7.1.1 and 7.1.2 above might be at an advantage during the tender evaluation process, but <u>no</u> preference would be given for 7.1.1 over 7.1.2.</p> <p>Bidder should provide <b>clear documentary evidence</b> (with signatures of appropriate authorized personnel and company seal) as to,</p> <ul style="list-style-type: none"> <li>- On what basis they are providing the instruments set, 7.1.1, 7.1.2 or 7.1.3 above (Please indicate the <u>correct number</u> clearly)</li> <li>- What are the instruments included in the set (Please supplement with a picturesque catalogue with marked individual instruments)</li> <li>- Whether the "instruments set" belongs to the same parent company of implants or not</li> <li>- In the case of 7.1.3, how many <b>good quality, fully functional and complete "instrument sets"</b> are available in the country</li> <li>- In the case of 7.1.3, availability of human resources to deliver the "instruments set" on demand of the buyer</li> </ul> <p>In the case of 7.1.3, a "statement of guarantee" that the necessary <b>complete</b> "instruments set" will be delivered to UHKDU on buyer's demand without any delays or compromise.</p>																								
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Instruments set should be provided with a suitable, sterilizable container with a lid.

No	Item Name	Quantity
1	Lateral mass screw 3.5 m X 12 mm	10
2	Lateral mass screw 3.5 m X 14 mm	96
3	Lateral mass screw 3.5 m X 16 mm	58
4	Lateral mass screw 3.5 m X 18 mm	10
5	Lateral mass screw 3.5 m X 24 mm	8
6	Lateral mass screw 3.5 m X 26 mm	8
7	Lateral mass screw 4 m X 14 mm	4
8	Lateral mass screw 4 m X 16 mm	2
9	Lateral mass screw 4 m X 24 mm	2
10	Lateral mass screw 4 m X 26 mm	2
11	Set screws for lateral mass screws	200
12	3.5 mm rods, at least 150 mm in length	50
13	Occipital plate(s)*	For two surgeries/ two patients

	14 Occipital screws 15 Set screws for occipital screws(when relevant) 16 Tray for screws + rods 17 Sterilizing container and lid  *Preference would be given to occipital plates <b>without</b> a 'tail' (those <b>without</b> an inbuilt continuation of cervical rods to fix with lateral mass screws).	For item 13 For item 14					
09.	<b>Previous sales</b>  Details of previous sales of similar items within the country should be provided by the bidder. Written or verbal CONFIDENTIAL feedback from these end users will be taken into consideration when evaluating the tender.	C					
10.	The manufacturer shall have FDA/CE Certification						
11.	<b>Warranty, Repair Services and Documentation</b>  i. All instruments described in this schedule should be covered by a warranty for a period of not less than 24 calendar months from the date of first use including for any defect in manufacturing process and workmanship.  ii. <i>All carbide metal inlays</i> should be covered by a warranty for a period of not less than 60 calendar months from the date of first use including for any defect in manufacturing process and workmanship.  iii. The complete and detailed technology manuals including the service, operating and circuits/repair in the English language must be made in duplicate along with installation and commissioning.	C   C  C					

DR. SAKUNTHALA S. DE SILVA  
MBBS (Colombo) MRCP (UK) FRCP (UK) FRCGS (UK)  
Consultant Non-Surgical  
University Hospital, KDU  
Senior Lecturer  
General Sir John Kotelawala Defence

Make & Model: .....  
Country of Manufacture: .....  
Relevant catalogues & technical information attached.  
Information given under "Bidder's Offer" is true and correct.

Company seal

- University Hospital KDU - Technical Specifications for Lateral Mass Screws and Fixation Set for Neurosurgical Use

**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)

**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 : .....