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Nugegalayaya, Sewanagala, Sri Lanka.
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20 January 2022

INVITATION TO BID AND GENERAL CONDITIONS OF TENDER

1. The Rector of the General Sir John Kotelawala Defence University – Southern Campus, as the Chairman, Department Procurement Committee invites Bid/s from prospective Bidders for supply of **items listed and specifications of the items are indicated in Annex “A”**.
2. **CLOSING DATE & TIME.** The tender will close at 1000hrs on 08 / 02 / 2022 . 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. **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.
5. **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 General Sir John Kotelawala Defence University- Southern Campus, Edison Hills, Nugegalayaya, Sewanagala.** (at the Main Entrance of General Sir John 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.**
6. **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.
7. **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 General Sir John Kotelawala Defence University- Southern Campus stores at Sewanagala. **Unit price, VAT and Total price should be clearly indicated in schedule in Annex “A”.**
8. **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 General Sir John 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.**
9. **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 General Sir John Kotelawala Defence University authorities. Any item that does not confirm to the specifications or already approved sample will be rejected & it is the responsibility of the supplier to remove them from General Sir John Kotelawala Defence University 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.
10. **Special Instruction 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. When the testing charges are required to be paid, bidders shall pay testing charges separately **for all offers** indicated in their bid/s.
 - (i) **Samples.** Please submit..... Samples.
 - (ii) **Testing Charges.** A sum of Rs. **per offer** must be paid to the Assistant 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.

11. **RIGHTS OF THE PROCUREMENT COMMITTEE**. The General Sir John Kotelawala Defence University – Southern Campus 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 Rector
General Sir John Kotelawala Defence University
Southern Campus

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

NIC:.....

.....
Name of the Company/Bidder

Date :-

Company seal

SR/ NO	Description	Deno mination of Qty	Qty Required	Country/ Brand Or Origin	Unit Price	Total Price
	<u>PURCHASE OF CUPBOARDS FOR SOUTHERN CAMPUS</u>					
1	Steel Filling Drawer Cupboards (Specification attached as Annex B)	Nos	02			
2	Two Door Steel Glass Cupboards (Specification attached as Annex C)	Nos	08			
3	Two Door Office Cupboards (Specification attached as Annex D)	Nos	03			
4	Two Door Steel Cupboards (Specification attached as Annex E)	Nos	08			
	Note : Warranty 2 years or more					
	VAT: (08%)					
	Grand Total:.....					
	Warranty:.....					
	Make Model & Country					
	* Please Indicate The Unit Price After All Possible Discount.					
	* Please indicate the Transport Charges Separately					

- I. Validity of Offer
 II. Delivery Period
 III. Credit Period
 IV. Discount if any
 V. Ex- Stock availability

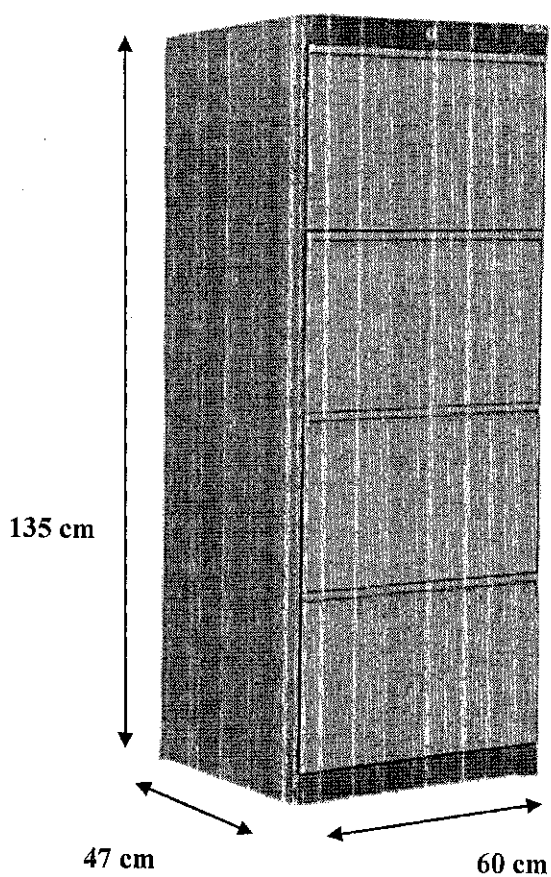
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 Signature of Authorized Officer

Name:.....
 T/Phone No:.....
 E mail :

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 Rubber Stamp of the Firm

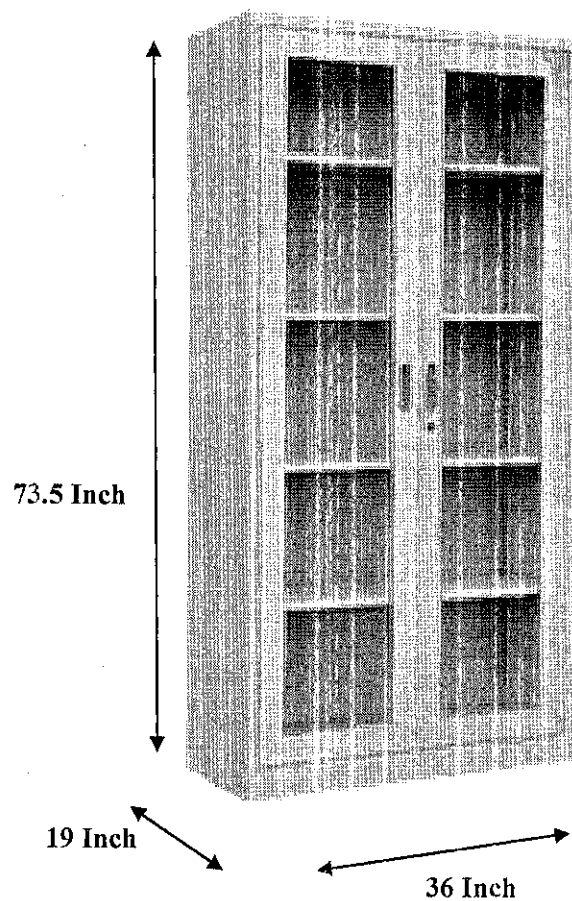
Registration No:.....

01. Specification of Steel Filing Drawer Cupboard



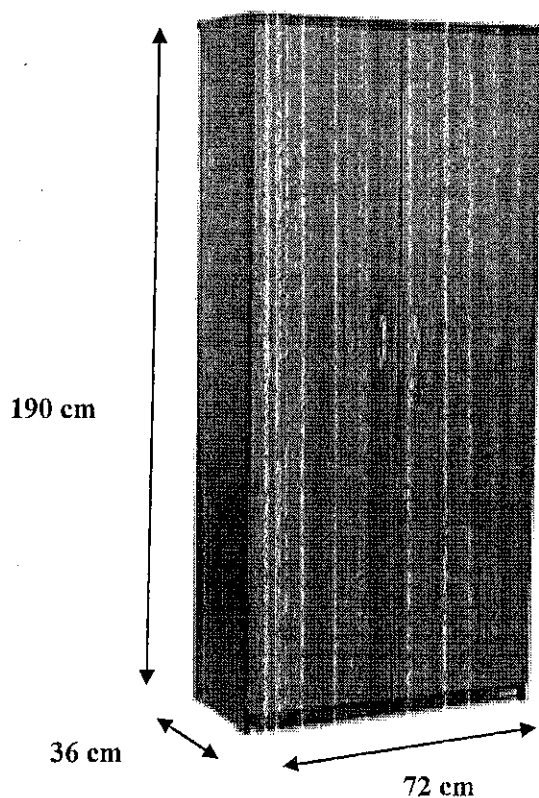
Material	Mild Steel
Usage / Application	Office
Drawer Type	Four Drawers
Appearance	Modern
Colour	Gray
Size	135cm x 60cm x 47cm
Warranty	02 Years or more

02. Specification of Two Door Steel Glass Cupboard



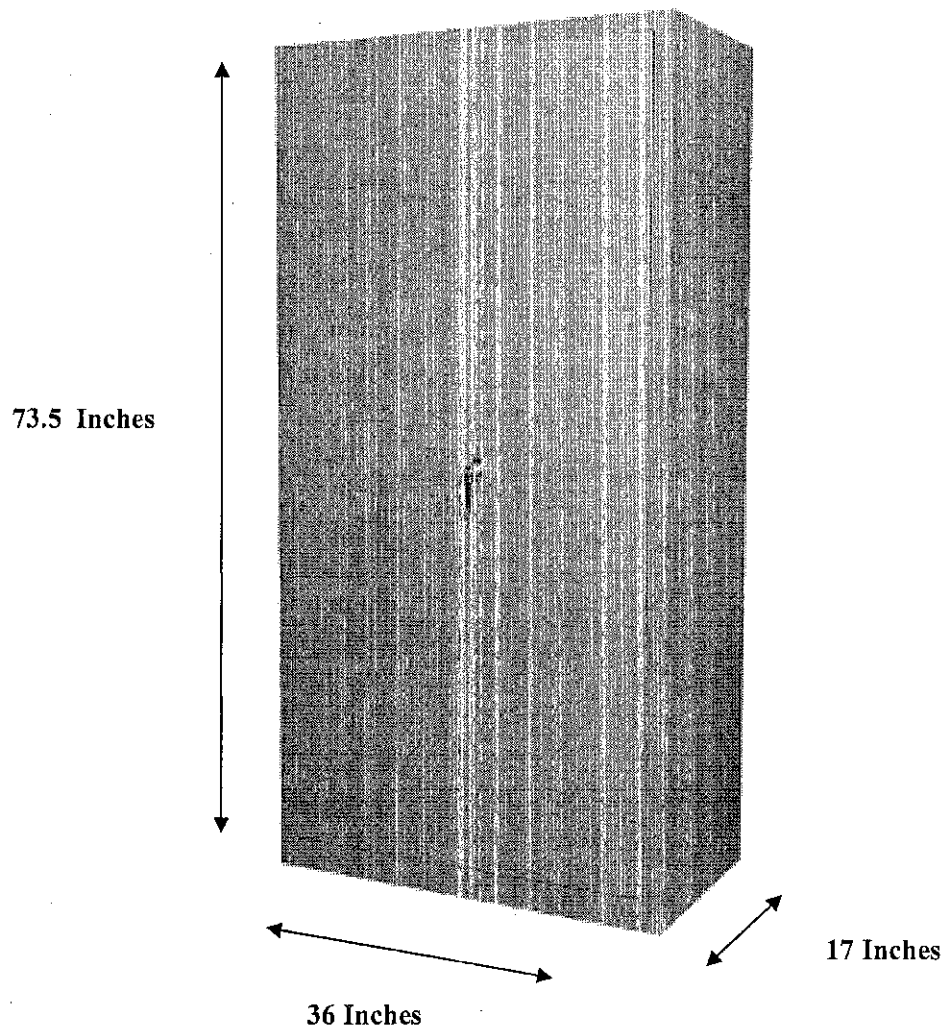
Material	Mild Steel
Usage / Application	Office
Door Type	Double Door
Model	Glass Door Cupboard
Appearance	Modern
Colour	Gray
Size	73.5 Inch x 36 Inch x 19 Inch
Warranty	02 Years or more

03. Specification of Two Door Office Cupboard



Material	Please Specify
Usage / Application	Office
Door Type	Double Door
Model	Two Door Cupboard
Appearance	Modern
Colour	Please Specify
Size	190cm x 36cm x 72 cm
Number of shelves	5
Warranty	02 Years or more

04. Specification of Two Door Steel Cupboard



Item	Lockable Cupboard Two Door (Steel)
Material	Steel
Height	73.5 Inches
Width	36 Inches
Length	17 Inches
Number of shelves	4
Color	Ash
Warranty	02 Years or more