



UNIVERSITY OF PERADENIYA

PROCUREMENT NOTICE

SUPPLY OF UNIFORM MATERIALS - 2017

The Chairman, Procurement Committee of the University of Peradeniya will receive sealed bids for the supply of following Uniform Materials for the year 2017.

	Description of Item	Quantity
1)	White Polyester Cotton Shirting (65%-35%) Width 45"	5,500 mtrs.
2)	Light Blue Polyester Cotton Shirting (65%-35%) Width 45"	165 mtrs.
3)	White Drill - Width 60"	1,700 mtrs.
4)	White Synthetic – Width 60"	300 mtrs.
5)	Blue Polyester Cotton (65% - 35%) Width 60"	200 mtrs.
6)	Blue Polyester Cotton Trousers material (65%-35%) Width 60"	950 mtrs.
7)	Black Polyester Cotton Trousers material (65%-35%) Width 60"	3,700 mtrs.
8)	White Drill with Dark Blue Stripes – Width 36"	65 mtrs.
9)	White Rado (Width 60")	50 mtrs.
10)	Blue Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	50 Nos.
11)	White Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	50 Nos.

Bidding documents can be obtained from the **Deputy Bursar/Local Supplies** up to 3.00 p.m. on normal working days from 05.12.2016 to 26.12.2016 by producing the receipt for the payment of a non-refundable fee of Rs. 2500/= made to the **Shroff, University of Peradeniya**. The bidders can also download the bidding documents from the University Website i.e. www.pdn.ac.lk. Those who are obtaining bidding documents from the University Website should submit the completed documents along with a Bank Draft drawn in favour of the "Bursar, University of Peradeniya" for Rs. 2500/= as the non-refundable fee.

The bids should be accompanied with a Bid Bond /Bid Security obtained from a recognized Bank in favour of the Vice-Chancellor, University of Peradeniya, valid for 120 days from the date of the bid opening. The sum of security should be the estimated value as specified in the bidding document.

Bids marked as **'Supply of Uniform Materials for the Year 2017 – No. LS-02/16/NCB/36'** on the top left hand corner of the envelope, should reach the **Chairman, Procurement Committee, University of Peradeniya, Peradeniya on or before 1.00 p.m. on 27.12.2016.** Bids will be opened at 1.30 p.m. on the same day at the Committee Room of the Senate Building.

Bidder or one of their authorized representatives will be permitted to be present at the opening of Bids.

The decision of the Procurement Committee shall be final. Bidders are requested to strictly adhere to specifications given in the bidding document. The University also reserves the right to reject any quotation without giving reasons.

The University may at its discretion either increase or decrease the actual quantity to be purchased.

**CHAIRMAN
UNIVERSITY PROCUREMENT COMMITTEE
UNIVERSITY OF PERADENIYA**





පේරාදෙණිය විශ්වවිද්‍යාලය

ලංසු කැඳවීමයි

නිල ඇඳුම් සඳහා රෙදිපිළි සැපයීම - 2017 වර්ෂය

2017 වර්ෂය සඳහා පහත සඳහන් නිල ඇඳුම් රෙදි පිළි සැපයීම සඳහා මුද්‍රා තබන ලද ලංසු පේරාදෙණිය විශ්වවිද්‍යාලයේ ප්‍රසම්පාදන කමිටුවේ සභාපති විසින් භාරගනු ලැබේ.

	රෙදි වර්ගය	ප්‍රමාණය
1)	සුදු පොලියෙස්ටර් කොටින් කමිස රෙදි (65% - 35%) 45" පළල	මීටර 5,500
2)	ලා නිල්පාට පොලියෙස්ටර් කොටින් කමිස රෙදි (65% - 35%) 45" පළල	මීටර 165
3)	සුදු මුල් - 60" පළල	මීටර 1,700
4)	සුදු සින්තටික් - 60" පළල	මීටර 300
5)	නිල්පාට පොලියෙස්ටර් කොටින් (65% - 35%) 60" පළල	මීටර 200
6)	නිල් පොලියෙස්ටර් කොටින් කලිසම් රෙදි (65% - 35%) 60" පළල	මීටර 950
7)	කළුපාට පොලියෙස්ටර් කොටින් කලිසම් රෙදි (65% - 35%) 60" පළල	මීටර 3,700
8)	සුදු මුල් තද නිල් පාට ඉරි සහිත - 36" පළල	මීටර 65
9)	සුදු රාඩෝ - 60" පළල	මීටර 50
10)	නිල් ඒප්‍රන් (කොටින් රෙද්දෙන් නිම කළ මධ්‍යම ප්‍රමාණය: උරහිස දක්වා 50" - පළල 44 1/2" මුට්ටු නොමැතිව)	50
11)	සුදු ඒප්‍රන් (කොටින් රෙද්දෙන් නිම කළ මධ්‍යම ප්‍රමාණය: උරහිස දක්වා 50" - පළල 44 1/2" මුට්ටු නොමැතිව)	50

ලංසු ලියකියවිලි කට්ටලයක් ලබාගැනීම සඳහා රු. 2500/- ක ආපසු නොගෙවන ගාස්තුවක් පේරාදෙණිය විශ්වවිද්‍යාලයෙහි සරප් වෙත ගෙවිය යුතුය. එසේ ලබාගත් උදුපත ඉදිරිපත් කිරීමෙන්, නියෝජ්‍ය මූල්‍යාධිකාරී, දේශීය සැපයීම් වෙතින් 2016.12.05 දින සිට 2016.12.26 දින දක්වා සතියේ සාමාන්‍ය වැඩකරන දිනයන්හි ප.ව. 3.00 දක්වා ලංසු ලියකියවිලි කට්ටල ලබාගත හැකිය. එසේම www.pdn.ac.lk යන පේරාදෙණිය විශ්වවිද්‍යාලයේ වෙබ් අඩවිය මගින්ද මෙම ලංසු ලියකියවිලි කට්ටල ලබාගත හැකිය. වෙබ් අඩවිය මගින් ලියකියවිලි ලබාගන්නා ලංසුකරුවන් ආපසු නොගෙවන ගාස්තුව වශයෙන් රු. 2500/- ක බැංකු අණකරයක් ඉදිරිපත් කළ යුතුය.

ලංසු ලියකියවිලි කට්ටල සමග ලංසු බැඳුම්කරයක් ඉදිරිපත් කළ යුතු අතර එය මිල ගණන් විවෘත කරනු ලබන දින සිට දින 120 ක් සඳහා වලංගු උපකුලපත්, පේරාදෙණිය විශ්වවිද්‍යාලය නමට පිළිගත් බැංකුවකින් ලබාගත් ලංසු බැඳුම්කරයක් විය යුතුය. ලංසු වටිනාකම ලංසු ලියකියවිලි කට්ටලයේ දක්වා ඇත.

“නිල ඇදුම් සඳහා රෙදි පිළි සැපයීම - 2017- LS-02/16/NCB/36” වශයෙන් ලිපි කවරයෙහි ඉහළ වම් කෙළවරෙහි සටහන් කර මුද්‍රා තබන ලද ලංසු 2016.12.27 දින ප.ව. 1.00 ට පෙර ලැබීමට සැලැස්විය යුතුය. එදිනම ප.ව. 1.30 ට සනාතන මන්දිරයෙහි රැස්වීම් ශාලාවේදී ලංසු විවෘත කරනු ලැබේ.

ලංසු තබන්නාට හෝ බලය ලත් එක් නියෝජිතයෙකුට පමණක් ලංසු විවෘත කිරීමේ අවස්ථාවට පැමිණිය හැකිය.

ප්‍රසම්පාදන කමිටුවේ නිර්ණය අවසාන නිර්ණය වේ. ලංසු ලියකියවිලි කවචලවල දක්වා ඇති පිරිවිතර කෙරෙහි ලංසුකරුවන්ගේ දැඩි අවධානය යොමු කරන මෙන් ඉල්ලමි.

මිලදී ගන්නා රෙදිපිලි ප්‍රමාණය විශ්වවිද්‍යාලයේ අභිමතය පරිදි අඩු හෝ වැඩිවීමට පුළුවන.

ඊපකුලපති
විශ්වවිද්‍යාල ප්‍රසම්පාදන කමිටුව
ජේරාදෙනිය විශ්වවිද්‍යාලය



අපගේ යොමුව:
எமது இல
Our ref:

ඔබගේ යොමුව:
உமது இல
Your ref:



දිනය:
திகதி
Date:

ජේරාදෙනිය විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව
பேராதனைப் பல்கலைத்தழகம், ஸ்ரீ லங்கா
UNIVERSITY OF PERADENIYA, SRI LANKA

Local Supplies Unit
University of Peradeniy
Peradeniya

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Dear Sir,

PURCHASE OF UNIFORM MATERIALS - 2017

The Chairman, University Procurement Committee, University of Peradeniya will invite sealed bids for the supply of the Uniform Materials specified in the schedule (I) given below for the year 2017 from reputed vendors up to 1.00 p.m. on 27.12.2016 under the general terms and conditions set out below.

SCHEDULE (I)

	Description of Item	Quantity
1)	White Polyester Cotton Shirting (65%-35%) Width 45"	5,500 mtrs.
2)	Light Blue Polyester Cotton Shirting (65%-35%) Width 45"	165 mtrs.
3)	White Drill - Width 60"	1,700 mtrs.
4)	White Synthetic – Width 60"	300 mtrs.
5)	Blue Polyester Cotton (65% - 35%) Width 60"	200 mtrs.
6)	Blue Polyester Cotton Trousers material (65%-35%) Width 60"	950 mtrs.
7)	Black Polyester Cotton Trousers material (65%-35%) Width 60"	3,700 mtrs.
8)	White Drill with Dark Blue Stripes – Width 36"	65 mtrs.
9)	White Rado (Width 60")	50 mtrs.
10)	Blue Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	50 Nos.
11)	White Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	50 Nos.

GENERAL TERMS AND CONDITIONS

- [1] Bids must be sent in the prescribed form annexed hereto. All the bidders should sign and send the document attached to the annexure I containing the general terms and conditions along with the documents listed in the clause 16 hereto. The cost for the bidding documents once paid shall not be refunded.
- [2] Bids should be addressed only to **the Chairman, University Procurement Committee, University of Peradeniya, Peradeniya.**
- [3] Bids should be sent in duplicate with all the blanks in the document duly perfected, signed and dated, as follows, in two separate sealed covers, distinctly marked accordingly, otherwise it is likely to be rejected.

(a) ORIGINAL – SUPPLY OF UNIFORM MATERIALS FOR THE YEAR 2017

(b) DUPLICATE – SUPPLY OF UNIFORM MATERIALS FOR THE YEAR 2017

Both sealed envelopes should be enclosed in one securely sealed cover and should be forwarded by registered post or deposited in the **Official Tender Box** kept at the Registrar's Office of the University of Peradeniya addressed only to **the Chairman, University Procurement Committee, University of Peradeniya, Peradeniya** on or before **27.12.2016 at 1.00 p.m.**

If either the Original or the Duplicate document thereof is not received by the date and time specified, the bid shall not be accepted on any account. **Bids will be opened at 1.30 p.m. on 27.12.2016 (soon after the closing of bid) at the Committee Room of Senate building of the University of Peradeniya.**

The bidder or one representative is permitted to be present at the opening of the bids, immediately after the closing of bids, at which time, name of the bidder, amount of the bids, if discounts are declared in bid form or not, amount of the discount will be read out.

Those who are obtaining the bidding documents from the University Website i.e. www.pdn.ac.lk should send their documents along with a Bank Draft for the value of Rs. 2500/= as a non refundable tender fee. If not the bid shall be rejected.

- [4] Any alterations made in the bidding document must bear the signature of the bidder and all bids containing alterations not so signed shall be treated as informal and rejected.
- [5] Bids submitted in illegible manner shall also be rejected.
- [6] **Qualification of a Bidder**

- (a) All bidders shall possess legal right to supply of goods under this procurement.
- (b) All bidders shall produce a copy of the Business Registration/ Certificate of Incorporation (if the bidder is a Company)
- (c) Only the bidders who are doing business in the field of textile at least for the past three years shall only be qualified to submit the procurement.
- (d) No bidder whose name is black listed at the Treasury shall be qualified to submit a bid.
- (e) A bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified.

- (f) Any attempt on the part of the bidders or their agents to influence the Officials of the University in their favour by personal canvassing with the Officers concerned or any other party shall disqualify the bidders.

[7] **Validity of quotation**

Quotations shall be valid only for 120 days from date of closing of the procurement.

[8] **Liquidated Damages**

In case of delayed supplies, liquidated damages at the rate of Rs. 250/= per day will be levied.

- [9] Clarifications may be sought from you on technical/Commercial aspects, if felt necessary before deciding to place order.

- [10] The Bidder shall undertake to supply materials according to the standard sample and/or/specifications.

- [11] The bidder shall quote only in Sri Lankan Rupees.

- [12] Bidders should be prepared to accept orders subject to the penalty clause for forfeiture of performance security in the event of default in supplies or failure to supply within the stipulated period or supply of poor quality material. Bidders shall invariably specify in their bidding documents the delivery conditions including the time required for the supply of material quoted for.

- [13] Bidders may quote for all items in the list. However, bidders shall be limited to give their prices maximum only 3 (three) options for each item. All such options should be strictly conformed to the Cotton Polyester combination of 65%-35% which is more fully mentioned in the Schedule given in the page 1 hereof. Bidders shall also be strictly advised not to quote prices for fully cotton or fully polyester materials or different combinations other than 65% - 35% requested by the University which is more fully mentioned in the Schedule given in the page 1 hereof. Such irregularities shall lead the procurement be rejected.

- [14] The final acceptance of the procurement rests entirely with the University. The University of Peradeniya shall not bind itself to accept the lowest or any bid and it reserves the right of accepting or rejecting any of the Bids. The Bidders on their part should be prepared to carry out such portion of the supplies included in their bids as may be allotted to them.

- [15] The University of Peradeniya shall not be responsible for or pay any expenses or losses which may be incurred by the bidder in preparation of this bidding document.

- [16] The bid document must be consisted with the following documents as a part of the Bid:

1. Bid submission Form (Annexure I)
2. Price Schedule (Annexure II)
3. Documentary evidence to standard quality (Annexure III)
4. Covering letter (Annexure IV)
5. Specimen form for Performance Guarantee (Annexure V)
6. Specimen form of Bid Security (Annexure VI)
7. Copy of the Business Registration/Certificate of Incorporation
8. Any other document.

- [17] The bidders shall send along with a covering letter (specimen of the covering letter is annexed hereto - Annexure IV) the samples of the materials in one separate securely sealed cover addressed to the “**Deputy Bursar, Local Supplies of the University of Peradeniya**” before the closing date of the bid. The samples should be in size of 36” x 36” and all samples should contain edge of the cloth which mentioned the country of origin, brand name and material content of the cloth. In no circumstances, other than the sample number, the bidders shall write the personal name/business name of the bidder on the sample itself. Such irregularities shall once again lead the bid be rejected.
- [18] The substantial responsive bids will be referred to the Technical Evaluation Committee along with the samples for further evaluation and recommendation and subsequently to the Procurement Committee for a decision.
- [19] Bidding document should be firm and subject to no variation for fluctuation of prices.
- [20] The successful bidder will be notified by the registered post, the acceptance of his / her bid by the University. The successful bidder shall also execute an agreement, for the due fulfillment of the contract within the period to be specified in the letter of acceptance. If the bidder within ten days of being noticed declines or fails to enter into an Agreement on the basis of the procurement and / or fails to submit the Performance Security referred to in paragraph **24** of these Conditions, his bid shall be rejected.
- [21] The official purchase order will be placed with the successful bidder after submitting the Performance Security referred to in paragraph **24** of the conditions.
- [22] Fully priced copies of the Schedule of prices/rates duly signed must be submitted along with the documents. Any alterations made in the quotations must bear the signature of the bidder and all bids containing alterations not so signed shall be treated as informal and rejected.

Bid Security

- [23] The bid security given should be equivalent to the following lump sum amounts shown in the schedule II for each category of the bids as the case may be irrespective of the existent values. The Security should be given from a recognized bank operates in Sri Lanka valid for 120 days from **27.12.2016** in favour of the Vice-Chancellor, University of Peradeniya (Insurance Bond will not be accepted). All bids send without the bid security shall be treated as informal and be rejected.

If the Bidder wishes to submit their bids for a part of this procurement will be accepted and should submit the bid security only for the value of that part as mentioned in the schedule II.

Ex. If the bidder wish to quote only for the item 1 and 2, he should furnish his bid security for Rs. 25,500/= (25,000/= + 500/=)

SCHEDULE (II)

No.	Type of Uniform Material	Bid bond/Bid Security value Rs.
1	White Polyester Cotton Shirting (65%-35%)	20,000.00
2	Light Blue Polyester Cotton Shirting (65%-35%)	500.00
3	White Drill	15,000.00
4	White Synthetic	2,000.00

5	Blue Polyester Cotton (65% - 35%)	3,000.00
6	Blue Polyester Cotton Trouser material (65%-35%)	7,000.00
7	Black Polyester Cotton Trouser material (65%-35%)	20,000.00
8	White Drill with Dark Blue Stripes	500.00
9	White Rado (Width 60")	2,000.00
10	Blue Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	1,000.00
11	White Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	1,000.00
	TOTAL	72,000.00

Performance Security:

- [24] **Before a formal Agreement is signed, the successful bidder shall be required to furnish a Performance Security for 10% of the contract sum from an approved Bank (Insurance Bond will not be accepted) in the name of the Vice-Chancellor, University of Peradeniya, Peradeniya and to mortgage and hypothecate the same to the Vice-Chancellor, University of Peradeniya as security with an approved Bank in favour of the Vice-Chancellor, University of Peradeniya for the validity period of 180 days for the due and satisfactory completion of the contract and for the payment of all claims to which the Vice-Chancellor, University of Peradeniya may be entitled under the provisions of the Agreement to be entered into.**

Forfeiture of Performance Security:

- [25] (a) The Uniform Material which will be supplied should strictly be conformed to the quality and the colour of the sample submitted. The materials supplied will be subjected to the quality and colour test and if they are found to be not in par with the sample the order shall be rejected and the Performance Security shall be forfeited to the University. The University shall not be responsible for paying any expenses or losses incurred by the supplier/s in supplying of inferior quality material or different colour.
- (b) In cases where a successful bidder, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may at the discretion of the purchasing Officer, be purchased by means of another procurement/quotations or by negotiation or from the next higher bidder who had offered to supply already and the loss, if any, caused to the University shall thereby together with such sums as may be fixed by the University towards the damages, be recovered from the defaulting bidder by forfeiting the performance security.
- [26] Any other information may be obtained from the Deputy Bursar/Local Supplies, University of Peradeniya on any working day between 9.00 a.m. and 4.00 p.m. T'phone No. 081-2392417.
- [27] The bidder shall indicate the amount of VAT, separately in the bidding document, in addition to the net value of the bids, along with the VAT Registration number.

If the bidder is not registered for VAT, the net value of the bids should be indicated in the bidding documents and a letter obtained from the Commissioner of Inland Revenue Department certifying that the bidder has not registered for VAT, should be attached with the bid documents.

If the bidder has not indicated the VAT Registration Number or not submitted a letter obtained from the Department of Inland Revenue bids shall not be considered for evaluation and shall be rejected.

- [28] Please note to send your documents with all the annexures set out in the clause 16 above. Bids without annexures shall be rejected.
- [29] The University Procurement Committee reserves the right to reject any or all bids received in this connection, or altogether cancel this procurement. The decision of the University Procurement Committee shall be final and conclusive.

Yours faithfully,

**Chairman
University Procurement Committee
University of Peradeniya**

UNIVERSITY OF PERADENIYA
SUPPLY OF UNIFORM MATERIALS – 2017
BID SUBMISSION FORM

To: Chairman,
 University Procurement Committee
 University of Peradeniya, Peradeniya

01. Having examined the instructions to Bidders, General Conditions, Specifications and Bidding Data Sheets/Offer Sheets for the Supply of Uniform Materials for the year 2017, we the undersigned, offer to Supply the Uniform Materials for the year 2017 in conformity with the said General Conditions, Specifications and Bidding Data Sheets/Offer for the cost mentioned below. (Please indicate all inclusive cost with VAT)

Item No.	Total Cost in Figure			Total Cost in Words
	Rs.	Cts.		
1.			A B C	
2.			A B C	
3.			A B C	
4.			A B C	
5.			A B C	
6.			A B C	
7.			A B C	

8.			A B C	
9.			A B C	
10.			A B C	
11.			A B C	

02. We agree to abide by this Procurement for the period of 120 calendar days from the date fixed for receiving the same and it shall remain binding upon us and may accepted at any time before the expiration of that period.
03. Unless and until a formal Agreement is prepared and executed this Procurement together with your written acceptance therefore, shall constitute a binding contract between us.
04. We understand that you are not bound to accept the lowest and that you reserve the right to reject any or all bids or to accept any part of procurement in the best interest of the University without assigning any reasons thereof.

Name of Bidder :

Seal :

Signature of Bidder :

Name and Title of the Signatory :

Telephone and Fax Nos. Telephone Nos. :

Fax Nos. :

Name of Witness :

Signature of Witness :

Address :

Date :

GENERAL TERMS AND CONDITIONS

[1] Bids should be addressed only to **the Chairman, University Procurement Committee, University of Peradeniya, Peradeniya.**

[2] Bids should be sent in duplicate with all the blanks in the document duly perfected, signed and dated, as follows, in two separate sealed covers, distinctly marked accordingly, otherwise it is likely to be rejected.

- (a) ORIGINAL – SUPPLY OF UNIFORM MATERIALS FOR THE YEAR 2017**
- (b) DUPLICATE – SUPPLY OF UNIFORM MATERIALS FOR THE YEAR 2017**

Both sealed envelopes should be enclosed in one securely sealed cover and should be forwarded by registered post or deposited in the **Official Tender Box** kept at the Registrar's Office of the University of Peradeniya addressed only to **the Chairman, University Procurement Committee, University of Peradeniya, Peradeniya** on or before **27.12.2016** at **1.00 p.m.**

If either the Original or the Duplicate document thereof is not received by the date and time specified, the bid shall not be accepted on any account. **Bids will be opened at 1.30 p.m. on 27.12.2016 (soon after the closing of bid) at the Committee Room of SENATE building of the University of Peradeniya.**

The bidder or one representative is permitted to be present at the opening of the bids, immediately after the closing of bids, at which time, name of the bidder, amount of the bids, if discounts are declared in bid form or not, amount of the discount will be read out.

Those who are obtaining the bidding documents from the University Website i.e. www.pdn.ac.lk should send their documents along with a Bank Draft for the value of Rs. 2500/= as a non refundable tender fee. If not the bid shall be rejected.

[3] Any alterations made in the bidding document must bear the signature of the bidder and all bids containing alterations not so signed shall be treated as informal and rejected.

[4] Bids submitted in illegible manner shall also be rejected.

[5] **Qualification of a Bidder**

- (a) All bidders shall possess legal right to supply of goods under this procurement.
- (b) All bidders shall produce a copy of the Business Registration/ Certificate of Incorporation (if the bidder is a Company)
- (c) Only the bidders who are doing business in the field of textile at least for the past three years shall only be qualified to submit the procurement.

.....
Seal and the signature of the bidder

- (d) No bidder whose name is black listed at the Treasury shall be qualified to submit a bid.
- (e) A bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified.
- (f) Any attempt on the part of the bidders or their agents to influence the Officials of the University in their favour by personal canvassing with the Officers concerned or any other party shall disqualify the bidders.

[6] **Validity of quotation**

Quotations shall be valid only for 120 days from date of closing of the procurement.

[7] **Liquidated Damages**

In case of delayed supplies, liquidated damages at the rate of Rs. 250/= per day will be levied.

[8] Clarifications may be sought on technical/Commercial aspects, if felt necessary before deciding to place order.

[9] The Bidder shall undertake to supply materials according to the standard sample and/or/specifications.

[10] The bidder shall quote only in Sri Lankan Rupees.

[11] Bidders should be prepared to accept orders subject to the penalty clause for forfeiture of performance security in the event of default in supplies or failure to supply within the stipulated period or supply of poor quality material. Bidders shall invariably specify in their bidding documents the delivery conditions including the time required for the supply of material quoted for.

[12] Bidders may quote for all items in the list. However, bidders shall be limited to give their prices maximum only 3 (three) options for each item. All such options should be strictly conformed to the Cotton Polyester combination of 65%-35% which is more fully mentioned in the Schedule given in the page 1 hereof. Bidders shall also be strictly advised not to quote prices for fully cotton or fully polyester materials or different combinations other than 65% - 35% requested by the University which is more fully mentioned in the Schedule given in the page 1 hereof. Such irregularities shall lead the procurement be rejected.

[13] The final acceptance of the procurement rests entirely with the University. The University of Peradeniya shall not bind itself to accept the lowest or any bid and it reserves the right of accepting or rejecting any of the Bids. The Bidders on their part should be prepared to carry out such portion of the supplies included in their bids as may be allotted to them.

[14] The University of Peradeniya shall not be responsible for or pay any expenses or losses which may be incurred by the bidder in preparation of this bidding document.

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Seal and the signature of the bidder

[15] The bid document consists with the following documents as a part of the Bid:

1. Bid submission Form (Annexure I)
2. Price Schedule (Annexure II)
3. Documentary evidence to standard quality (Annexure III)
4. Covering letter (Annexure IV)
5. Specimen form for Performance Guarantee (Annexure V)
6. Specimen form of Bid Security (Annexure VI)
7. Copy of the Business Registration/Certificate of Incorporation
8. Any other document.

[16] The bidders shall send along with a covering letter (specimen of the covering letter is annexed hereto - Annexure IV) the samples of the materials in one separate securely sealed cover addressed to the “**Deputy Bursar, Local Supplies of the University of Peradeniya**” before the closing date of the bid. The samples should be in size of 36” x 36” and all samples should contain edge of the cloth which mentioned the country of origin, brand name and material content of the cloth. In no circumstances, other than the sample number, the bidders shall write the personal name/business name of the bidder on the sample itself. Such irregularities shall once again lead the bid be rejected.

[17] The substantial responsive bids will be referred to the Technical Evaluation Committee along with the samples for further evaluation and recommendation and subsequently to the Procurement Committee for a decision.

[18] Bid document should be firm and subject to no variation for fluctuation of prices.

[19] The successful bidder will be notified by the registered post, the acceptance of his/her bid by the University. The successful bidder shall also execute an agreement, for the due fulfillment of the contract within the period to be specified in the letter of acceptance. If the bidder within ten days of being noticed declines or fails to enter into an Agreement on the basis of the procurement and / or fails to submit the Performance Security referred to in paragraph **24** of these Conditions, his bid shall be rejected .

[20] The official purchase order will be placed with the successful bidder after submitting the Performance Security referred to in paragraph **24** of the conditions.

[21] Fully priced copies of the Schedule of prices/rates duly signed must be submitted along with the documents. Any alterations made in the quotations must bear the signature of the bidder and all bids containing alterations not so signed shall be treated as informal and rejected.

[22] **Bid Security**

The bid security given should be equivalent to the following lump sum amounts shown in the schedule II for each category of the bids as the case may be irrespective of the existent values. The Security should be given from a recognized bank operates in Sri Lanka valid for 150 days from **27.12.2016** in favour of the Vice-Chancellor, University of Peradeniya (Insurance Bond will not be accepted). All bids send without the bid security shall be treated as informal and be rejected.

.....
Seal and the signature of the bidder

If the Bidder wishes to submit their bids for a part of this procurement will be accepted and should submit the bid security only for the value of that part as mentioned in the schedule II.

Ex. If the bidder wish to quote only for the item 1 and 2, he should furnish his bid security for Rs. 20,500/= (20,000/= + 500/=)

SCHEDULE (II)

No.	Type of Uniform Material	Bid bond/Bid Security value Rs.
1	White Polyester Cotton Shirting (65%-35%)	20,000.00
2	Light Blue Polyester Cotton Shirting (65%-35%)	500.00
3	White Drill	15,000.00
4	White Synthetic	2,000.00
5	Blue Polyester Cotton (65% - 35%)	3,000.00
6	Blue Polyester Cotton Trouser material (65%-35%)	7,000.00
7	Black Polyester Cotton Trouser material (65%-35%)	20,000.00
8	White Drill with Dark Blue Stripes	500.00
9	White Rado (Width 60")	2,000.00
11	Blue Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	1,000.00
12	White Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	1,000.00
TOTAL		72,000.00

Performance Security:

[23]

Before a formal Agreement is signed, the successful bidder shall be required to furnish a Performance Security for 10% of the contract sum from an **approved Bank** (Insurance Bond will not be accepted) in the name of the Vice-Chancellor, University of Peradeniya, Peradeniya and to mortgage and hypothecate the same to the Vice-Chancellor, University of Peradeniya as security with an approved Bank in favour of the Vice-Chancellor, University of Peradeniya for the validity period of 180 days for the due and satisfactory completion of the contract and for the payment of all claims to which the Vice-Chancellor, University of Peradeniya may be entitled under the provisions of the Agreement to be entered into.

Forfeiture of Performance Security:

[24]

- (a) The Uniform Material which will be supplied should strictly be conformed to the quality and the colour of the sample submitted. The materials supplied will be subjected to the quality and colour test and if they are found to be not in par with the sample the order shall be rejected and the Performance Security shall be forfeited to the University. The University shall not be responsible for paying any expenses or losses incurred by the supplier/s in supplying of inferior quality material or different colour.

.....
Seal and the signature of the bidder

(b) In cases where a successful bidder, after having made partial supplies fails to fulfill the contracts in full, all or any of the materials not supplied may at the discretion of the purchasing Officer, be purchased by means of another procurement/quotations or by negotiation or from the next higher bidder who had offered to supply already and the loss, if any, caused to the University shall thereby together with such sums as may be fixed by the University towards the damages, be recovered from the defaulting bidder by forfeiting the performance security.

[25] Any other information may be obtained from the Deputy Bursar/Local Supplies, University of Peradeniya on any working day between 9.00 a.m. and 4.00 p.m. T'phone No. 081-2392417.

[26] The bidder shall indicate the amount of VAT, separately in the bidding document, in addition to the net value of the bids, along with the VAT Registration number.

If the bidder is not registered for VAT, the net value of the bids should be indicated in the bidding documents and a letter obtained from the Commissioner of Inland Revenue Department certifying that the bidder has not registered for VAT, should be attached with the bid documents.

If the bidder has not indicated the VAT Registration Number or not submitted a letter obtained from the Department of Inland Revenue bids shall not be considered for evaluation and shall be rejected.

[27] Please note to send your documents with all the annexures set out in the clause 16 above. Bids without annexures shall be rejected.

[28] The University Procurement Committee reserves the right to reject any or all bids received in this connection, or altogether cancel this procurement. The decision of the University Procurement Committee shall be final and conclusive.

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Seal and the signature of the bidder

PRICE LIST

No.	Item	Qty	Sample No.	Unit Price	VAT 12%	Unit price With VAT	Price in words	Total
1.	White Polyester Cotton Shirting (65%-35%) Width 45"	5,500 mtrs.	1. A					
			1. B					
			1. C					
2.	Light Blue Polyester Cotton Shirting (65%-35%) Width 45"	165 mtrs.	2. A					
			2. B					
			2. C					
3.	White Drill – Width 60"	1,700 mtrs.	3. A					
			3. B					
			3. C					

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4.	White Synthetic – Width 60”	300 mtrs.	4. A					
			4. B					
			4. C					
5.	Blue Polyester Cotton for overall coats (65%-35%) Width 60”	200 mtrs.	5. A					
			5. B					
			5. C					
6.	Blue Polyester Cotton Trouser Material (65%-35%) Width 60”	950 mtrs.	6. A					
			6. B					
			6. C					
7.	Black Polyester Cotton Trouser Material (65%-35%) Width 60”	3,700 mtrs.	7. A					
			7. B					
			7. C					

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Seal and the signature of the bidder

8.	White Drill with Dark Blue Stripes – Width 36"	65 mtrs.	8. A					
			8. B					
			8. C					
9.	White Rado Width 60"	50 mtrs.	9. A					
			9. B					
			9. C					
10.	Blue Apron of Cotton Material Medium Size: Height: 50" (up to shoulder) Width: 44 ½" without joints	50 Nos.	11. A					
			11. B					
			11. C					

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Seal and the signature of the bidder

11.	White Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	50 Nos.	12. A					
			12. B					
			12. C					
TOTAL								
Discount if any								
NET TOTAL								

Please refer Item No. 13 of the General Terms and Condition

Date:

Signature:

Name, Address and Contact Number of the Bidder:

Company Seal:

List of conformity of sample specification

Item Specifications				Conformity		Brand Name, Country of Manufacture
No.	Description	Qty	Sample No.	Yes	If No, Bidder's response	
1.	White Polyester Cotton Shirting (65%-35%) Width 45"	5,500 mtrs.	1. A			
			1. B			
			1. C			
2.	Light Blue Polyester Cotton Shirting (65%-35%) Width 45"	165 mtrs.	2. A			
			2. B			
			2. C			
3.	White Drill – Width 60"	1,700 mtrs.	3. A			
			3. B			
			3. C			

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Seal and the signature of the bidder

4.	White Synthetic – Width 60”	300 mtrs.	4. A			
			4. B			
			4. C			
5.	Blue Polyester Cotton for overall coats (65%-35%) Width 60”	200 mtrs.	5. A			
			5. B			
			5. C			
6.	Blue Polyester Cotton Trouser Material (65%-35%) Width 60”	950 mtrs.	6. A			
			6. B			
			6. C			
7.	Black Polyester Cotton Trouser Material (65%-35%) Width 60”	3,700 mtrs.	7. A			
			7. B			
			7. C			

.....
Seal and the signature of the bidder

8.	White Drill with Dark Blue Stripes – Width 36"	65 mtrs.	8. A			
			8. B			
			8. C			
9.	White Rado Width 60"	50 mtrs.	9. A			
			9. B			
			9. C			
10.	Blue Apron of Cotton Material Medium Size: Height: 50" (up to shoulder) Width: 44 ½" without joints	50 Nos.	11. A			
			11. B			
			11. C			

.....
Seal and the signature of the bidder

11.	White Apron of Cotton Material – Medium size: Height: 50" (up to shoulder) Width: 44 ½" without joints	50 Nos.	12. A			
			12. B			
			12. C			

Note: All samples should be 36" x 36" in size including the edge of the material and should confirm the requested 65% - 35% combination.

Date:

Signature:

Name, Address and Contact Number of the Bidder:

Company Seal:

ANNEXURE IV

Name of the Bidder:

Address :
.....
.....

Date :

Deputy Bursar,
Local Supplies Unit
University of Peradeniya
Peradeniya

Dear Sir,

Samples of the Materials quoted in the Bidding Document

I send herewith three samples of each material quoted in my quotation dated sent to the Chairman, University Procurement Committee of the University of Peradeniya.

I certify that, all the samples sent herewith are in conformity with the quality, colour, and material combination (65% x 35%) and size (36" x 36") mentioned in the clause 16 of the bid document.

Thank you

Yours faithfully

Name of the Bidder :
.....
.....

Name of the Business, Address :
and Contacted numbers
.....

Company Seal :

ANNEXURE V

SPECIMEN FORM FOR PERFORMANCE GUARANTEE

----- *[Issuing Agency's Name, and Address of Issuing Branch or Office]* -----

Beneficiary: ----- *[Name and Address of Employer]* -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- *[name of Contractor/Supplier]* (hereinafter called "the Contractor")
has entered into Contract No ----- *[reference number of the contract]* dated ----- with you,
for the ----- *[insert "construction" / "Supply"]* of ----- *[name of contract and brief description
of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is
required.

At the request of the Contractor, we ----- *[name of Agency]* hereby irrevocably undertake to pay you
any sum or sums not exceeding in total an amount of ----- *[amount in figure]* (-----
----- *[amount in words]*), such sum being payable in the types and
proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in
writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under
the Contract, without your needing to prove or to show grounds for your demand or the sum specified herein.

This guarantee shall expire, no later than the day of, 20..... *[insert date, 28 days beyond the
scheduled contract completion date]* and any demand for payment under it must be received by us at this office
on or before that date.

[signature(s)]

SPECIMEN FORM OF BID GUARANTEE

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

.....
[insert issuing agency's name, and address of issuing branch or office]

Beneficiary:

[insert (by PE) name and address of Employer/Purchaser]

Date: *[insert (by issuing agency) date]*

BID GUARANTEE NO.: *[insert (by issuing agency) number]*

We have been informed that

[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]
(hereinafter called "the Bidder") has submitted to you its bid dated

[insert (by issuing agency) date] (hereinafter called "the Bid") for the execution/supply [select appropriately] of
[insert name of Contract] under Invitation for Bids No. *[insert IFB number]* ("the **IFB**").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of issuing agency]*
hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of
..... *[insert amount in figures]*

.....
[insert amount in words] upon receipt by us of your first demand in writing accompanied by a written
statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

has withdrawn its Bid during the period of bid validity specified; or

- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

.....
[signature(s) of authorized representative(s)]