



# UNIVERSITY OF PERADENIYA

## PROCUREMENT NOTICE

### SUPPLY OF UNIFORM MATERIALS - 2022

The Chairman, Procurement Committee of the University of Peradeniya will receive sealed bids for the supply of following Uniform Materials for the year 2022.

	Description of Item	Quantity
1)	White Polyester Cotton Shirting (65%-35%)`Width 45" [Allowed tolerance limit: $\pm 2.5\%$ ]	10,100 M
2)	Light Blue Polyester Cotton Shirting (65%-35%)Width 45" [Allowed tolerance limit: $\pm 2.5\%$ ]	230 M
3)	Light Purple Polyester Cotton Shirting (65%-35%)Width 45" [Allowed tolerance limit: $\pm 2.5\%$ ]	1,100 M
4)	White Drill - Width 60"	1,500 M
5)	Blue Drill – Width 60"	220 M
6)	White Synthetic – Width 60"	600 M
7)	Dark Blue Polyester Cotton Trousers material (65%-35%) Width 60" (for Security Officers) [Allowed tolerance limit: $\pm 2.5\%$ ]	2,000 M
8)	Black Polyester Cotton Trousers material (65%-35%) Width 60" [Allowed tolerance limit: $\pm 2.5\%$ ]	3,400 M
9)	Light Grey Polyester Cotton Trousers material (65%-35%) Width 60" [Allowed tolerance limit: $\pm 2.5\%$ ]	620 M
10)	White Rado (Width 60")	10 M
11)	White Drill with Dark Blue Stripes – Width 36" (for Nurses)	90 M
12)	Light Beige colour Saree with Jacket Piece – (6 Yards)	249 Nos
13)	White Apron	26 Nos
14)	Leather Black Shoes for Security Officers	211 Pairs
15)	Bark Blue Cotton Socks for Security Officers	404 Pairs
16)	Protective Shoes - A (Pairs of protective shoes with soles resistant to acid and oxidative agents)	221 Pairs
17)	Protective Shoes – B (pair of protective shoes with soles having good electrical insulation properties)	38 Pairs
18)	Protective Shoes – C (Pairs of waterproof shoes which would also protect them from attracting by serpents)	101 Pairs

Bidding documents can be obtained from the **Deputy Bursar/Local Supplies** up to 3.00 p.m. on normal working days from **09/05/2022 to 31/05/2022** producing the receipt for the payment of a non-refundable fee of Rs. 3,500/= 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](http://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. 3,500/= 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 bond should be 1% of the bid value.

Bids marked as **'Supply of Uniform Materials for the Year 2022 – No. "FIN/LS/02/22/NCB/03"** 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 31/05/2022** Bids will be opened at 1.30 p.m. on the same day at the Committee Room No. II 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 the final. The Technical Evaluation Committee may request suppliers to provide independent test reports of the fabric composition (Polyester to Cotton) for items listed under 1, 3, 4, 7 and 8. Bidders are requested to strictly adhere to specifications given in the bidding document. **Bidders should provide manufacturer’s product specifications of the products they plan to supply if available in order to prove them are compatible with requirements.**

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 - 2022 වර්ෂය

2022 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 පොලියස්ටර් කොටන් කමිස රෙදි (65% - 35%) 45" පළල [මිණුම් නිරවද්‍යතා සීමාව ±2.5%]	මීටර 10,100
2)	ලා නිල්පාට පොලියස්ටර් කොටන් කමිස රෙදි (65% - 35%) 45" පළල [මිණුම් නිරවද්‍යතා සීමාව ±2.5%]	මීටර 230
3)	ලා දම්පාට පොලියස්ටර් කොටන් කමිස රෙදි (65% - 35%) 45" පළල [මිණුම් නිරවද්‍යතා සීමාව ±2.5%]	මීටර 1,100
4)	සුදු ඩ්‍රිල් - 60" පළල	මීටර 1,500
5)	නිල් ඩ්‍රිල් - 60" පළල	මීටර 220
6)	සුදු සින්තටික් - 60" පළල	මීටර 600
7)	තද නිල්පාට පොලියස්ටර් කොටන් කලිසම් රෙදි (65% - 35%) 60" පළල (ආරක්ෂක නිලධාරීන් සඳහා) [මිණුම් නිරවද්‍යතා සීමාව ±2.5%]	මීටර 2,000
8)	කළුපාට පොලියස්ටර් කොටන් කලිසම් රෙදි (65% - 35%) 60" පළල [මිණුම් නිරවද්‍යතා සීමාව ±2.5%]	මීටර 3,400
9)	ලා අළුපාට පොලියස්ටර් කොටන් කලිසම් රෙදි (65% - 35%) 60" පළල [මිණුම් නිරවද්‍යතා සීමාව ±2.5%]	මීටර 620
10)	සුදු රාඩෝ - 60" පළල	මීටර 10
11)	සුදු ඩ්‍රිල් තද නිල්පාට ඉරි සහිත - 36" පළල (හෙද නිලධාරීන්ගේ)	මීටර 90
12)	ලා ක්‍රීම් පාට සාරි, හැට් රෙදි සමග - ධාර 06	249
13)	සුදු ඒප්‍රන්	26
14)	ලෙදර් කළු සපත්තු (ආරක්ෂක නිලධාරීන් සඳහා)	ජෝඩු 211
15)	කොටන් තද නිල්පාට මේස් කුට්ටම් (ආරක්ෂක නිලධාරීන් සඳහා)	ජෝඩු 404
16)	ආරක්ෂිත පාවහන් (A වර්ගය) - ඇසිඩ් සහ ඔක්සිකාරක කාරක වලට ඔරොත්තු දෙන පාවහන්	ජෝඩු 221
17)	ආරක්ෂිත පාවහන් (B වර්ගය) - හොද විදුලි පරිවාරක ගුණ සහිත පාවහන්	ජෝඩු 38
18)	ආරක්ෂිත පාවහන් (C වර්ගය) - සර්පයන්ගෙන් හා ජලයෙන් ආරක්ෂිත පාවහන්	ජෝඩු 101

ලංසු ලියකියවිලි කට්ටලයක් ලබාගැනීම සඳහා රු. 3,500/- ක ආපසු නොගෙවන ගාස්තුවක් පේරාදෙණිය විශ්වවිද්‍යාලයෙහි සරප් වෙත ගෙවිය යුතුය. එසේ ලබාගත් ලදුපත ඉදිරිපත් කිරීමෙන්, නියෝජ්‍ය මූල්‍යාධිකාරී, දේශීය සැපයීම් වෙතින් 09/05/2022 දින සිට 31/05/2022 දින දක්වා සතියේ සාමාන්‍ය වැඩකරන දිනයන්හි ප.ව. 3.00 දක්වා ලංසු ලියකියවිලි කට්ටල ලබාගත හැකිය. එසේම [www.pdn.ac.lk](http://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. 3,500/- ක බැංකු අත්කරයක් මූල්‍යාධිකාරී, පේරාදෙණිය විශ්වවිද්‍යාලය නමින් 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 විය යුතු අතර, උපකුලපති, පේරාදෙණිය විශ්වවිද්‍යාලය නමට පිලිගත් බැංකුවකින් ලබාගත් ලංසු බැඳුම්කරයක් විය යුතුය. ලංසු බැඳුම්කරය ලංසු වටිනාකමින් 1% ක් වියයුතුය.

**“නිල ඇඳුම් සඳහා රෙදි පිළි සැපයීම - 2022 - FIN/LS/02/22/NCB/03”** වශයෙන් ලිපි කවරයෙහි ඉහළ වම් කෙළවරෙහි සටහන් කර මුද්‍රා තබන ලද ලංසු 31/05/2022 දින ප.ව. 1.00 ට පෙර ලැබීමට සැලැස්විය යුතුය. එදිනම ප.ව. 1.30 ට සභාතන මන්දිරයෙහි රැස්වීම් ශාලාව අංක 2 හිදී ලංසු විවෘත කරනු ලැබේ.

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

ප්‍රසම්පාදන කමිටුවේ තීරණය අවසාන තීරණය වේ. 1. 3. 4. 7 සහ 8 යටතේ ලැයිස්තුගත කර ඇති අයින්ම සඳහා රෙදි සංයුතිය (පොලියෙස්ටර් සිට කපු දක්වා) ස්වාධීන පරීක්ෂණ වාර්තා සපයන ලෙස තාක්ෂණික ඇගයීම් කමිටුව විසින් සැපයුම්කරුවන්ගෙන් ඉල්ලා සිටිය හැක. ලංසු ලියකියවිලි කට්ටලවල දක්වා ඇති පිරිවිතර කෙරෙහි ලංසුකරුවන්ගේ දැඩි අවධානය යොමු කරන මෙන් ඉල්ලමි. ලංසුකරුවන් විසින් තමන් සතුව තොග පවතින්නේනම් පමණක් අවශ්‍යතා සමග ගැලපෙන බව මජ්ඣ කිරීම සඳහා ඔවුන් සැපයීමට සැලසුම් කරන නිෂ්පාදනවල නිෂ්පාදකයාගේ නිෂ්පාදන පිරිවිතර සැපයිය යුතුය.

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

සභාපති  
විශ්වවිද්‍යාල ප්‍රසම්පාදන කමිටුව  
පේරාදෙණිය විශ්වවිද්‍යාලය



ඔබේ අංකය  
உமது இல  
Your No. }

මගේ අංකය  
எனது இல  
My No. }

දිනය  
திகதி  
Date }



දුරකථන අංක  
தொலைபேசி இல  
Telephone Nos. } 081-2392409

ෆැක්ස්  
தொலைநகல்  
Fax }

විද්‍යුත් තැපෑ,  
ஈ மெயில்  
Email } abls@pdn.ac.lk.

ජේරාදෙනියා විශ්වවිද්‍යාලය,, ශ්‍රී ලංකාව  
பேராதனைப் பல்கலைக்கழகம், இலங்கை  
**UNIVERSITY OF PERADENIYA, SRI LANKA**

**LOCAL SUPPLIES DIVISION**

.....  
.....

Dear Sir,

**PURCHASE OF UNIFORM MATERIALS - 2022**

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 2022 from reputed vendors **up to 1.00 p.m. on 31/05/2022** under the general terms and conditions set out below.

**SCHEDULE (I)**

	Description of Item	Quantity
1)	White Polyester Cotton Shirting (65%-35%) Width 45" [Allowed tolerance limit: ±2.5%]	10,100 M
2)	Light Blue Polyester Cotton Shirting (65%-35%) Width 45" [Allowed tolerance limit: ±2.5%]	230 M
3)	Light Purple Polyester Cotton Shirting (65%-35%) Width 45" [Allowed tolerance limit: ±2.5%]	1,100 M
4)	White Drill - Width 60"	1,500 M
5)	Blue Drill – Width 60"	220 M
6)	White Synthetic – Width 60"	600 M
7)	Dark Blue Polyester Cotton Trousers material (65%-35%) Width 60" (for Security Officers) [Allowed tolerance limit: ±2.5%]	2,000 M
8)	Black Polyester Cotton Trousers material (65%-35%) Width 60" [Allowed tolerance limit: ±2.5%]	3,400 M
9)	Light Grey Polyester Cotton Trousers material (65%-35%) Width 60" [Allowed tolerance limit: ±2.5%]	620 M
10)	White Rado (Width 60")	10 M
11)	White Drill with Dark Blue Stripes – Width 36" (for Nurses)	90 M
12)	Light Beige colour Saree with Jacket Piece – (6 Yards)	249 Nos
13)	White Apron	26 Nos
14)	Leather Black Shoes for Security Officers	211 Pairs
15)	Bark Blue Cotton Socks for Security Officers	404 Pairs
16)	Protective Shoes - A (Pairs of protective shoes with soles resistant to acid and oxidative agents)	221 Pairs
17)	Protective Shoes – B (pair of protective shoes with soles having good electrical insulation properties)	38 Pairs
18)	Protective Shoes – C (Pairs of water proof shoes which would also protect them from attract by serpents)	101 Pairs

## **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 annexure I contain the general terms and conditions along with the documents listed in 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 2022**

**(b) DUPLICATE – SUPPLY OF UNIFORM MATERIALS FOR THE YEAR 2022**

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 **31/05/2022 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 31/05/2022 at the Committee Room of the 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 readout.

***Those who are obtaining the bidding documents from the University Website i.e. [www.pdn.ac.lk](http://www.pdn.ac.lk) should send their documents along with a Bank Draft for the value of Rs. 3,500/= 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 an illegible manner shall also be rejected.
- [6] **Qualification of a Bidder**
  - (a) All bidders shall possess the 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 a 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**

Uniform material to be supplied under this contract, in the case of the supplier fails to supply items within the period specified and fails to replace any rejected quantity within the period allowed, 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.

[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. Specimen saree sample for inspection is available at the University general stores. The samples of the material 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, roll size 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. For the item No. 12, Full Saree should be provided as the sample.

- [18] The minimum size of the roll should be 60 Mtrs. (if not in 60 Mtrs. , please submit maximum size rolls)
- [19] 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.
- [20] Bidding document should be firm and subject to no variation for fluctuation of prices.
- [21] 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 fulfilment 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 bond referred to in paragraph 24 of these Conditions, his/her bid shall be rejected.
- [22] The official purchase order will be placed with the successful bidder after submitting the Performance Security referred to in paragraph 24 of the conditions.
- [23] Duly priced copies of the Schedule of prices/rates shall signed by the bidder 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**

- [24] The bids shall be accompanied by a first written request on-demand irrevocable unconditional **Bid Security for an amount of 1% of the bid value** obtained from a bank approved by the Central Bank of Sri Lanka valid up to **30/09/2022** written in favor of the **Vice-Chancellor, the University of Peradeniya**, or a receipt obtained from the Shroff, the University of Peradeniya after making a cash payment for an amount as explained above. (Insurance Bond will not be accepted). All bids sent without the Bid Security shall be treated as informal and be rejected.

[25] **Goods Delivery Period**

The maximum period of Goods delivery should be 112 days from the date of the Indent.

[26]

**Performance Security:**

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, the University of Peradeniya as security with an approved Bank in favor of the Vice-Chancellor, the University of Peradeniya for the validity period of 160 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:**

- [27] (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 materials or different colour.



- (b) In cases where a successful bidder, after having made partial supplies fails to full fill the contracts in full, all or any of the materials not supplied may at the discretion of the university authority, 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.
- [28] 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. 081-2392409/2392417.
- [29] 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.**
- [30] Please note to send your bidding documents with all the annexures set out in the clause 16 above. Bids without annexures shall be rejected.
- [31] 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 – 2022**  
**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 2022, we the undersigned, offer to Supply the Uniform Materials for the year 2021 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		Sample Type	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	

Item No.	Total Cost in Figure		Sample Type	Total Cost in Words
	Rs.	Cts.		
9.			A B C	
10.			A B C	
11.			A B C	
12.			A B C	
13.			A B C	
14.			A	
15.			A	
16.			A	
17.			A	
18.			A	

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 be 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, and 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 2022**
- (b) DUPLICATE – SUPPLY OF UNIFORM MATERIALS FOR THE YEAR 2022**

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 **31/05/2022 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 31/05/2022 (soon after the closing of the bid) at the Committee Room of the 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 readout.

***Those who are obtaining the bidding documents from the University Website i.e. [www.pdn.ac.lk](http://www.pdn.ac.lk) should send their documents along with a Bank Draft for the value of Rs. 3,500/= 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 an illegible manner shall also be rejected.
- [5] **Qualification of a Bidder**
- (a) All bidders shall possess the 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.
- (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.

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

- [6] **Validity of quotation**  
Quotations shall be valid only for 120 days from the date of closing of the procurement.
- [7] **Liquidated Damages**  
Uniform material to be supplied under this contract, in the case the supplier fails to supply items within the period specified and fails to replace any rejected quantity within the period allowed, 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 an 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.
- [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 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 to 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.
- [15] The bid document consists of the following documents as a part of the Bid:
1. Bid submission Form (Annexure I)
  2. Price Schedule (Annexure-II)
  3. Documentary evidence to the 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.

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**Seal and the signature of the bidder**

- [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. Specimen saree sample for inspection is available at the University general stores. The samples of the material should be in the size of 36” x 36” and all samples should contain edge of the cloth which mentioned the country of origin, brand name, Roll size 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. For the item No. 12, full saree should be provided as the sample.
- [17] Minimum size of the roll should be 60 Mtrs. (if not in 60 Mtrs. roll ,please submit maximum size rolls)
- [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] Bid 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 fulfilment 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 bond referred to in paragraph **24** of these Conditions, his/her 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] Duly priced copies of the Schedule of prices/rates shall signed by the bidder 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.

[23] **Bid Security**

The bids shall be accompanied by a first written request on-demand irrevocable unconditional **Bid Security for an amount of 1% of the bid value** obtained from a bank approved by the Central Bank of Sri Lanka valid up to **30/09/2022** written in favour of the **Vice-Chancellor, the University of Peradeniya** or a receipt obtained from the Shroff, University of Peradeniya after making a cash payment for an amount as explained above. (Insurance Bond will not be accepted). All bids send without the Bid Security shall be treated as informal and be rejected.

[24] **Goods Delivery Period**

Maximum period of Goods delivery should be 112 days from the date of the Indent.

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**Performance Security:**

- [25] 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 160 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:**

- [26] (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 materials or different colour.
- (b) In cases where a successful bidder, after having made partial supplies fails to fulfil the contracts in full, all or any of the materials not supplied may at the discretion of the university authority, 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.
- [27] 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. 081-2392409/2392417.
- [28] 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.**
- [29] Please note to send your documents with all the annexures set out in the clause 16 above. Bids without annexures shall be rejected.
- [30] 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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PRICE LIST

No.	Item	Qty	Sample No.	Unit Price	VAT 8%	Unit price With VAT	Price in words	Total
1.	White Polyester Cotton Shirting (65%-35%) Width 45"	10,100 M	1. A					
			1. B					
			1. C					
2.	Light Blue Polyester Cotton Shirting (65%-35%) Width 45"	230 M	2. A					
			2. B					
			2. C					
3.	Light Purple Polyester Cotton Shirting (65%-35%) Width 45"	1,100M	3. A					
			3. B					
			3. C					
	..... <b>Seal and the signature of the bidder</b>							

4.	White Drill - Width 60"	1,500 M	4. A					
			4. B					
			4. C					
5.	Blue Drill - Width 60"	220 M	5. A					
			5. B					
			5. C					
6.	White Synthetic - Width 60"	600 M	6. A					
			6. B					
			6. C					
7.	Dark Blue Polyester Cotton Trousers material (65%-35%) Width 60" (For Security Officers)	2000 M	7. A					
			7. B					
			7. C					
	..... <b>Seal and the signature of the bidder</b>							

8.	Black Polyester Cotton Trouser material (65%-35%) Width 60"	3,400 M	8. A					
			8. B					
			8. C					
9.	Light Grey Polyester Cotton Trouser material (65%-35%) Width 60"	620 M	9. A					
			9. B					
			9. C					
10.	White Rado – Width 60"	10 M	10. A					
			10. B					
			10. C					
11.	White Drill with Dark Blue Stripes – Width 36" (for Nurses)	90 M	11. A					
			11. B					
			11. C					

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12.	Light Beige colour Saree with Jacket Piece – (6 Yrds) ➤ Ends per inch : 54 ➤ Picks per inch : 56-58 ➤ Trend/Yarn Count : 2/60 ➤ Saree width : 47'' – 48'' ➤ Saree length : 6.25 m (With jacket piece) ➤ Pensile Size : 3'' ➤ Headpiece design with simple white color thread lines only Defect liability period : 3 Months	249 Nos	12. A					
			12.B					
			12.C					
13	White Apron	26 Nos	13.A					
			13.B					
			13.C					
14.	Leather Black Shoes for Security Officers	211 Pairs	14.A					
15.	Bark Blue Cotton Socks for Security Officers	404 Pairs	15.A					
16.	Protective Shoes - A (Pairs of protective shoes with soles resistant to acid and oxidative agents)	221 Pairs	16.A					
17.	Protective Shoes – B (pair of protective shoes with soles having good electrical insulation properties)	38 Pairs	17.A					

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18.	Protective Shoes – C (Pairs of waterproof shoes which would also protect them from attracting by serpents)	101 Pairs	18.A					
<b>TOTAL</b>								
<b>Discount if any</b>								
<b>NET TOTAL</b>								

Please refer to Item No. 12 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, roll size & material content of the cloth
No.	Description	Qty	Sample No.	Yes	If No, Bidder's response	
1.	White Polyester Cotton Shirting (65%-35%) Width 45"	10,100 M	1. A			
			1. B			
			1. C			
2.	Light Blue Polyester Cotton Shirting (65%-35%) Width 45"	230 M	2. A			
			2. B			
			2. C			
3.	Light purple Polyester Cotton Shirting (65%-35%) Width 45"	1,100 M	3. A			
			3. B			
			3. C			
<p>..... Seal and the signature of the bidder</p>						

Item Specifications				Conformity		
No.	Description	Qty	Sample No.	Yes	If No, Bidder's response	Brand Name, Country of Manufacture, roll size & material content of the cloth
4.	White Drill – Width 60"	1,500 M	4. A			
			4. B			
			4. C			
5.	Blue Drill – Width 60"	220 M	5. A			
			5. B			
			5. C			
6.	White Synthetic - Width 60"	600 M	6. A			
			6. B			
			6. C			
7.	Dark Blue Polyester Cotton Trouser Material (65%-35%) Width 60"	2,000 M	7. A			
			7. B			
			7. C			
	..... Seal and the signature of the bidder					

Item Specifications				Conformity		
No.	Description	Qty	Sample No.	Yes	If No, Bidder's response	Brand Name, Country of Manufacture, roll size & material content of the cloth
8.	Black Polyester Cotton Trouser material (65%-35%) Width 60"	3,400 M	8. A			
			8. B			
			8. C			
9.	Light Grey Polyester Cotton Trouser material (65%-35%) Width 60"	620 M	9. A			
			9. B			
			9. C			
10.	White Rado – Width 60"	10 M	10. A			
			10. B			
			10. C			
	<p>.....</p> <p><b>Seal and the signature of the bidder</b></p>					



Item Specifications				Conformity		
No.	Description	Qty	Sample No.	Yes	If No, Bidder's response	Brand Name, Country of Manufacture, roll size & material content of the cloth
11.	White Drill with Dark Blue Stripes – Width 36" (for Nurses)	90 M	11. A			
			11. B			
			11. C			
12.	Light Beige colour Saree with Jacket Piece – (6 Yrds )	249 Nos.	12. A			
			12. B			
			12. C			
13.	White Apron	26 Nos.	13.A			
			13.B			
			13.C			

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**Seal and the signature of the bidder**

Item Specifications				Conformity		Brand Name, Country of Manufacture, roll size & material content of the cloth
No.	Description	Qty	Sample No.	Yes	If No, Bidder's response	
14.	Letter Black Shoes for Security Officers	211 Pairs	14.A			
15.	Bark Blue Cotton Socks for Security Officers	404 Pairs	15.A			
16.	Protective Shoes - A (Pairs of protective shoes with soles resistant to acid and oxidative agents)	221 Pairs	16.A			
17.	Protective Shoes – B (pair of protective shoes with soles having good electrical insulation properties)	38 Pairs	17.A			
18.	Protective Shoes – C (Pairs of waterproof shoes which would also protect them from attracting by serpents)	101 Pairs	18.A			

**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:** .....

**Name, Address and Contact Number of the Bidder:** .....

**Signature:** .....

**Company Seal:**

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 : .....

**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 ....., 21..... *[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)]**



