



## UNIVERSITY OF PERADENIYA INVITATION FOR BIDS (IFB)

### SUPPLY AND INSTALLATION OF AUDITORIUM CHAIRS FOR THE FACULTY OF AGRICULTURE OF THE UNIVERSITY OF PERADENIYA

1. The Chairman, University Procurement Committee on behalf of the University of Peradeniya now invites sealed bids from eligible and qualified bidders for the supply and installation of Auditorium Chairs at the Faculty of Agriculture, University of Peradeniya.

**Bid No: FIN/LS/22/02/NCB/06**

Item	Description	Quantity
1.	Supply and Installation of Auditorium Chairs	250 Nos.

2. Bidding will be conducted through National Competitive Bidding Procedure.
3. Interested eligible bidders may obtain further information from the Deputy Bursar/Local Supplies, University of Peradeniya on contact No. 081-2392417.
4. Additional details are provided in the Bidding Document.
5. A complete set of Bidding Documents in the English language may be purchased by interested bidders on the submission of a written application to the address given below and upon payment of a non-refundable fee of **Rs.5,000/=** for the bid to the Shroff, at the Senate Building, University of Peradeniya from 9.00 a.m. to 3.00 p.m. on normal working days from **14.12.2022 to 27.12.2022**. The bidding documents can also be downloaded 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 bids along with a Bank Draft drawn in favour of the "Bursar, University of Peradeniya" for **Rs. 5,000/=** as the non-refundable fee.
6. Bids must be delivered to the Chairman, University Procurement Committee, Senate House, University of Peradeniya, Peradeniya on or before **1.00 p.m. on 28.12.2022**. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend in person at **1.30 p.m. on 28.12.2022** at the Committee Room of the Senate Building, University of Peradeniya. All Bids should be marked as "**Supply and Installation of Auditorium Chairs for Faculty of Agriculture, No. FIN/LS/22/02/NCB/06**" on the top left-hand corner of the envelope.
7. All bids shall be accompanied by a 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 **28.04.2022** written in favour of the Vice-Chancellor, University of Peradeniya or a receipt obtained from the Shroff, University of Peradeniya after making a cash payment for an amount as explained above.
8. Pre-bid meeting will be held on **21.12.2022** at **10.00 a.m.** in the **Committee Room**, University of Peradeniya.

**CHAIRMAN  
UNIVERSITY PROCUREMENT COMMITTEE  
UNIVERSITY OF PERADENIYA**





# University of Peradeniya

## Local Supplies Unit

Peradeniya 20400,  
Sri Lanka

Tele: 081-2392417

Fax: 2388082

Date:

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.....  
.....

Dear Sir,

**SUPPLY AND INSTALLATION OF AUDITORIUM CHAIRS FOR THE FACULTY OF AGRICULTURE,  
UNIVERSITY OF PERADENIYA  
FIN/LS/22/02/NCB/06**

The Chairman, University Procurement Committee, University of Peradeniya invites sealed bids for the supply and installation of Auditorium Chairs for the Faculty of Agriculture, specified in the schedule (I) given below from reputed vendors up to 1.00 p.m. **27.12.2022** under the general terms and conditions set out below.

**SCHEDULE I**

Item	Description	Quantity
1.	Supply & Installation of Auditorium Chairs	250 Nos.

**GENERAL TERMS AND CONDITIONS**

- [1] Bids must be sent in the prescribed form annexed (Annexure I) 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 clause 16 hereto. The cost for the bidding documents once paid shall not be refunded.
- [2] Bids should be addressed to the Chairman, Procurement Committee, University of Peradeniya, Peradeniya.
- [3] Bids should be sent in duplicate with all the blanks in the documents duly perfected, signed and dated, in two separate sealed covers, distinctly marked as (a) and (b) below, otherwise it is likely to be rejected.

**(a) ORIGINAL - SUPPLY AND INSTALLATION OF AUDITORIUM CHAIRS –FIN/LS/02/22/NCB/06**

**(b) DUPLICATE –SUPPLY AND INSTALLATION OF AUDITORIUM CHAIRS –  
FIN/LS/02/22/NCB/06**

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, Procurement Committee, University of Peradeniya, Peradeniya on or before 27.12.2022 at 1.00 p.m.

The Bid 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. 27.12.2022, (soon after the closing of bids) at the Committee Room, University of Peradeniya. The bidder or one representative is permitted to be present at the opening of the bids, at which time, name of the bidder, amount of the bids, if discounts are declared in bid form, 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](http://www.pdn.ac.lk) should send their documents along with a Bank Draft for the value of **Rs. 5,000/=** in favour of the Bursar, University of Peradeniya as a non-refundable fee. If not the bids shall be rejected.

[4] Any alterations made in the bid 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

All bidders shall possess legal right to supply of goods under this procurement.

All bidders shall produce a copy of the Business Registration Certificate/ Certificate of Incorporation (if the bidder is a Company)

Only the bidders who are doing business in the field of Auditorium Chairs at least for the past **07 years** shall only be qualified to submit the bids. Supplier's minimum Annual turnover of at least one year during **7 years** period should be **50 million** Sri Lanka Rupees. The copies of the agreement or order and completion certificates should be attached to with the bidding documents.

No bidder whose name is black listed at the Treasury shall be qualified to submit a bid.

A bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. 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 cause to disqualify the bidders.

[7] Bid Validity

Bids shall be valid for 120 days from the date of closing of the bids.

[8] Liquidated Damages

The successful bidder shall provide the ordered Auditorium Chairs within 90 days' time, from the date of approved the samples and confirmed the order, in case of delayed supplies, liquidated damages at the rate of 0.25% per day will be levied up to a maximum of 10% of the total contract sum. The bidder supply the Auditorium chairs fully.

[9] Clarifications may be sought from you on technical/Commercial aspects, if felt necessary.

[10] The bidder shall undertake to supply of Auditorium Chairs according to the specifications given.

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

[12] Bidders should be prepared to accept orders subject to the penalty clause forfeiture of Performance Security in the event of default in supplies or failure to supply within the stipulated period or supply of poor quality Auditorium Chairs.

[13] Bidders shall quote for item given in price schedule (Annexure IV)

[14] Evaluation

Evaluation will be carried out for the item separately.

[15] The final acceptance of the bid 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 supply the items ordered from them which they have quoted in the bidding documents.

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

1. General Terms and Conditions of the Bid (Annexure I)
2. Bid Submission Form (Annexure II)
3. Specifications (Annexure III)
4. Price Schedule (Annexure IV)
5. Delivery Schedule (Annexure V)
6. Specimen form for Performance Security (Annexure VI)
7. Specimen form of Bid Security (Annexure VII)
8. Copy of the Business Registration Certificate/Certificate of incorporation.
9. Audited Financial Statements for last 7 Years
10. Any other Documents.

[17] The bidders should be prepared to provide sample of Auditorium Chairs if requested by the University for further evaluation. All the items supply under the purview of this Tender should strictly be conformed the quality of the sample and the specifications.

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

[19] Bids 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 referred to in paragraph 24 of these Conditions, his/her bid shall be rejected and will be considered as a defaulted supplier.

[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 and should 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 will be rejected.

[23] Bid Security

The bids shall be accompanied by a Bid Security for a lump sum amount of **1% of the bid value** obtained from a bank approved by the Central Bank of Sri Lanka valid up to 26.04.2023 written in favour of the Vice-Chancellor, 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] 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 a bank approved by the Central Bank of Sri Lanka (Insurance Bond will not be accepted) in the name of the Vice-Chancellor, University of 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. The validity date should be one month beyond the completion date 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.

[25] Forfeiture of Performance Security:

- (a) The furniture which will be supplied should strictly be conformed to the quality of the sample submitted 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 furniture.
- (b) In cases where a successful bidder, after having made partial supplies fails to fulfil the contracts in full, all or any of the furniture not supplied may at the discretion of the procuring entity, 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. to 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 the annexure shall be rejected.

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

[30] 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 procurement.

[31] Bidder should get the approval for the sample by the Works Engineer or the Committee appointed by the University of Peradeniya before commencement of the production of Auditorium Chairs.

[32] Bidder should provide at least 02 years warranty for the furniture to be supplied under this procurement.

[33] If the bidder is not the manufacturer of the quoted Auditorium Chairs, bidder should submit a Manufacturer's Authorization Letter along with the bid. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.

Yours faithfully,

**Chairman**  
**University Procurement Committee,**  
**University of Peradeniya**

**GENERAL TERMS AND CONDITIONS**

- [1] Bids should be addressed to the Chairman, Procurement Committee, University of Peradeniya, Peradeniya.
- [2] Bids should be sent in duplicate with all the blanks in the documents duly perfected, signed and dated, in two separate sealed covers, distinctly marked as (a) and (b) below, otherwise it is likely to be rejected.

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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. 5,000/=** in favour of the Bursar, University of Peradeniya as a non-refundable fee. If not the bids shall be rejected.

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**Seal and the signature of the bidder**

[6] Bid Validity

Bids shall be valid for 120 days from the date of closing of the bids.

[7] Liquidated Damages

The successful bidder shall provide the ordered Furniture within 90 days' time, from the date of approved the samples and confirmed the order, in case of delayed supplies, liquidated damages at the rate of 0.25% per day will be levied up to a maximum of 10% of the total contract sum. ...

[8] Clarifications may be sought from you on technical/Commercial aspects, if felt necessary.

[9] The bidder shall undertake to supply Auditorium chairs according to the specifications given.

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

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[12] Bidders shall quote for item given in price schedule – Annexure IV.

[13] Evaluation

Evaluation will be carried out for the item separately.

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8. Copy of the Business Registration Certificate/  
Certificate of Incorporation.
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10. Any other Documents.

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- [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 and should 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 will be rejected.
- [22] Bid Security

The bids shall be accompanied by a **Bid Security for an Lump sum of 1%of the bid value** obtained from a bank approved by the Central Bank of Sri Lanka valid up to 26.04.2023 written in favour of the Vice-Chancellor, 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.

[23] 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 a bank approved by the Central Bank of Sri Lanka (Insurance Bond will not be accepted) in the name of the Vice-Chancellor, University of 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. The validity date should be one month beyond the completion date 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.

[24] Forfeiture of Performance Security:

- (a) The furniture which will be supplied should strictly be conformed to the quality of the sample submitted 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 furniture.
- (b) In cases where a successful bidder, after having made partial supplies fails to fulfil the contracts in full, all or any of the furniture not supplied may at the discretion of the procuring entity, 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. to 4.00 p.m. T'phone No. 081-2392417.

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**Seal and the signature of the bidder**



- [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 15 above. Bids without the annexures shall be rejected.
- [28] The Procurement Committee reserves the right to reject any or all bids received in this connection, or altogether cancel this procurement. The decision of the Procurement Committee shall be final and conclusive.
- [29] 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 procurement.
- [30] Bidder should provide at least 02 year warranty for the furniture to be supplied under this procurement.
- [31] Bidder should get the approval for the sample by the Works Engineer or the Committee appointed by the University of Peradeniya before commencement of the production of Auditorium Chairs.
- [32] If the bidder is not the manufacturer of the quoted Auditorium chairs, bidder should submit a Manufacturer's Authorization Letter along with the bid. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer.

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**Seal and the signature of the bidder**

**UNIVERSITY OF PERADENIYA**  
**SUPPLY AND INSTALLATION OF AUDITORIUM CHAIRS FOR THE FACULTY OF**  
**AGRICULTURE–FIN/LS/22/02/NCB/06**

**BID SUBMISSION FORM**

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

Having examined the instructions to Bidders, General Conditions, Specifications and Bidding Data Sheets/Offer Sheets for the Supply and installation of Auditorium Chairs 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	Total Price in Figure		Price in Words
	Rs.	Cts.	
Supply and installation of Auditorium Chairs			
<b>TOTAL WITHOUT VAT</b>			
<b>VAT</b>			
<b>TOTAL WITH VAT</b>			

We agree to abide by this quotation 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.

Unless and until a formal Agreement is prepared and executed this quotation together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest and that you reserve the right to reject any or all quotations or to accept any part of quotation 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 : .....

**UNIVERSITY OF PERADENIYA**  
**SPECIFICATIONS FOR SUPPLY AND INSTALLATION OF AUDITORIUM CHAIRS FOR THE**  
**FACULTY OF AGRICULTURE**  
 – FIN/LS/22/02/NCB/06

Required Specification					
Item No.	Description	Unit	Qty.	Rate	Amount (Rs.)
1.	Auditorium Chairs for the Faculty of Agriculture Auto Gravity return seat (tilt up) Backrest and seat pan shell - Injection molded high-impact polypropylene outer back and seat pan shell Backrest and cushion - High density polyurethane molded spring back foam Foam density - around 50 Kgs / m3 or better Upholstered premium quality acrylic fabric - Stain and discoloration resistant, Mildew resistant and fire retardant Seat and cushion - High density polyurethane molded spring back foam Foam density - around 60 Kgs / m3 or better Upholstered premium quality acrylic fabric - Stain and discoloration resistant, Mildew resistant and fire retardant Armrest - Both side of armrest should be padded and upholstered in same colour and quality acrylic fabric used for the seat and backrest Armrest made - Veneer multiply hard wood with polyester coating Writing tablet - Insertion type, roll over writing tablet made out of veneer multiply hard wood with polyester coating Chair legs and base - Made of cold rolled steel with anti rust treatment and Electrostatic powder coated. Mount type - Floor mounted with anchor bolts	Nos	250		

SUPPLIER QUALIFICATIONS	YES	NO	REMARKS
❖ Supplier should have minimum 07 years' experience in handling large projects. Copies of purchase orders need to be attached with the tender			
❖ All supplies should have a comprehensive warranty for 2 years and supplier should agree to carry out any repair, during first 5 years at the request of the University on chargeable basis as per the service agreement			
❖ Supplier should have a capability and agreed to supply the ordered quantity within the period requested by the University.			
❖ All the Items need to be delivered and installed by the supplier at the venues requested by the University without any additional charges.			
❖ Supplier needs to supply a sample unit within 10 days after the awarding without any additional charges or conditions.			

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 Seal and the signature of the bidder

	<b>FINANCIAL CAPABILITY</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
	❖ Supplier should have sound financial background with substantial profit made during last 7 years. Audited financial accounts need to be attached with the tender.			
	❖ Supplier should have adequate banking facilities to executive this contract, please attach supporting documents.			
	❖ Supplier annual turnover for similar nature of supply should be 50 million Sri lankan Rupees or above at least one year within the past 07 years.			

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Seal and the signature of the bidder

**PRICE SCHEDULE**

<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
1.	Supply and installation of Auditorium Chairs	250 Nos.		
	<b>TOTAL without VAT</b>			
	<b>VAT</b>			
	<b>TOTAL with VAT</b>			

Signature of Bidder : .....

Name : .....

VAT Registration No. : .....

Date : .....

Company Seal

**DELIVERY SCHEDULE**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>FINAL DESTINATION</b>	<b>DELIVERY SCHEDULE TO LOCATION FROM DATE OF CONTRACT AWARD</b>	<b>BIDDER'S OFFERED DELIVERY DATE (TO BE PROVIDED BY THE BIDDER)</b>
1.	Supply and installation of Auditorium Chairs	250 Nos.		10 Weeks	

Signature of Bidder : .....

Name : .....

VAT Registration No. : .....

Date : .....

Company Seal

SPECIMEN FORM FOR PERFORMANCE SECURITY

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

-----

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

Date: -----

PERFORMANCE SECURITY 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 security 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 security shall expire, no later than the ..... day of ....., 20..... *[insert date, 30 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 SECURITY

[This Bank Security 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 SECURITY 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 Security. 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 Security 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 of authorized representative(s)]