

IFB NO. EUSL/OTS/AHEAD/R2/SCI/NCB/22/14



EASTERN UNIVERSITY, SRI LANKA

**ACCELERATING HIGHER EDUCATION EXPANSION AND DEVELOPMENT
OPERATION (AHEAD)**

PROCUREMENT OF GOODS

(NATIONAL COMPETITIVE BIDDING)

***SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE,
AND COMMISSIONING OF
FURNITURE***

THE DEADLINE FOR BID SUBMISSION: 27/07/2022

AT 14.00 HOURS (02.00PM)

SECTION I: INVITATION FOR BIDS

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]

ITB Clause Reference	A. General												
ITB 1.1	The Purchaser is ¹ : Eastern University, Sri Lanka (EUSL)												
ITB 1.1	<p>The name and identification number of the Contract are²:</p> <p align="center">SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, AND COMMISSIONING OF FURNITURE</p> <p align="center">PROCUREMENT No.: EUSL/OTS/AHEAD/R2/SCI/NCB/22/14</p> <p>The number, identification and names of the lots comprising this procurement are³:</p> <table border="1" data-bbox="432 1128 1299 1429"> <thead> <tr> <th align="center">Type of Items</th> <th align="center">Quantity</th> </tr> </thead> <tbody> <tr> <td>Supply and delivery of furniture</td> <td></td> </tr> <tr> <td>Office chairs</td> <td align="center">108</td> </tr> <tr> <td>Round table</td> <td align="center">02</td> </tr> <tr> <td>Storage cupboard</td> <td align="center">07</td> </tr> <tr> <td>Folding table</td> <td align="center">50</td> </tr> </tbody> </table>	Type of Items	Quantity	Supply and delivery of furniture		Office chairs	108	Round table	02	Storage cupboard	07	Folding table	50
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Round table	02												
Storage cupboard	07												
Folding table	50												
ITB 2.1	<p>The source of funding is⁴: Credit/Grant #:6026-LK/8743-LK</p> <p align="center">ACCELERATING HIGHER EDUCATION EXPANSION AND DEVELOPMENT OPERATION (AHEAD)</p>												
ITB 4.4⁵	Foreign bidders are not allowed to participate in bidding.												

	B. Contents of Bidding Documents																		
ITB 7.1	<p>For <u>Clarification of bid purposes</u> only, the Purchaser's address is:</p> <p style="text-align: center;">Deputy Director Procurement, OTS/AHEAD Project, OTS Office, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady. Tel: 065-2059393 E-mail: ddp_ots@esn.ac.lk ots@esn.ac.lk</p>																		
	C. Preparation of Bids																		
ITB 11.1 (e)⁶	<p>The Bidder shall submit the following additional documents:</p> <p>Document for prove the Qualification requested in IFB.</p> <ol style="list-style-type: none"> 1. Certified copy of Business Registration 2. Copy of the Manufacturer Authorization Letter issued by the Manufacturer. 3. Evidence to prove last Five years' experience in suppling of similar products 4. Copies of Audited Financial Statements for last Three (03) years. (2021/2020, 2020/2019, 2019/2018) 5. Average turnover for last three years should be equal or more than Rs. 100 Million. 																		
ITB 14.3⁷	<p>The bidders may quote to SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, AND COMMISSIONING OF FURNITURE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Lot No</th> <th style="width: 70%;">Type of Items</th> <th style="width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Supply and delivery of Furniture</td> <td></td> </tr> <tr> <td></td> <td>Office Chairs</td> <td style="text-align: center;">108</td> </tr> <tr> <td></td> <td>Round Table</td> <td style="text-align: center;">02</td> </tr> <tr> <td></td> <td>Storage Cupboard</td> <td style="text-align: center;">07</td> </tr> <tr> <td></td> <td>Folding Table</td> <td style="text-align: center;">50</td> </tr> </tbody> </table>	Lot No	Type of Items	Quantity	1	Supply and delivery of Furniture			Office Chairs	108		Round Table	02		Storage Cupboard	07		Folding Table	50
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ITB 15.1⁸	<p>The Bidder shall quote: Allowed to apply USD price for imported items and Sri Lanka LKR for local components. Evidence should be provided for imported items based on our request.</p>																		

ITB 18.1 (b)	<p>After sales service is: Required, Bidders are required to provide;</p> <p>(i) “after sales service” at least for a period of 05 years, after the warranty period.</p> <p>(ii) Cost/Amount (LKR) for Service/Maintenance charges of this item for 5 Years after the warranty period. This Amount will be considered in evaluation.</p>								
ITB 19.1⁹	The bid shall be validity until 77 days from bid opening date 27/07/2022.								
ITB 20.1	<p>Bid shall include a Bid Security issued by a commercial bank registered in Sri Lanka.</p> <p>Form of bid security is given in Section IV.</p>								
ITB 20.2¹⁰	<p>The amount of the Bid Security shall be:</p> <table border="1" data-bbox="432 898 1444 1160"> <thead> <tr> <th data-bbox="432 898 552 976">Lot No</th> <th data-bbox="552 898 1023 976">Type of Items</th> <th data-bbox="1023 898 1259 976">Bid Security</th> <th data-bbox="1259 898 1444 976">Valid up to</th> </tr> </thead> <tbody> <tr> <td data-bbox="432 976 552 1160">1</td> <td data-bbox="552 976 1023 1160">SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, AND COMMISSIONING OF FURNITURE</td> <td data-bbox="1023 976 1259 1160">1% of the quoted price of the bidders</td> <td data-bbox="1259 976 1444 1160">12/10/2022</td> </tr> </tbody> </table>	Lot No	Type of Items	Bid Security	Valid up to	1	SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, AND COMMISSIONING OF FURNITURE	1% of the quoted price of the bidders	12/10/2022
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1	SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, AND COMMISSIONING OF FURNITURE	1% of the quoted price of the bidders	12/10/2022						
D. Submission and Opening of Bids									
ITB 22.2 (c)	<p>The inner and outer envelopes shall bear the following identification marks¹¹: “ SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, AND COMMISSIONING OF FURNITURE ”</p>								
ITB 23.1	<p>For bid submission purposes, the Purchaser’s address is:</p> <p style="text-align: center;">Deputy Director/Procurement, OTS/AHEAD Project, Office of the Registrar, Senate Building, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady Tp. No.: 0652059393</p>								

	<p>The deadline for the submission of bids is: Date: 27/07/2022 Time: 14.00 hours (02.00 p.m.)</p>
ITB 26.1	<p>The bid opening shall take place at:</p> <p style="text-align: center;">CQA Board Room Eastern University, Sri Lanka, Vantharumoolai, Chenkalady.</p> <p>Date: 27/07/2022</p> <p>Time: <i>Immediately after the bid closing time of 14.00 hour (02.00 p.m.)</i> of same date</p>
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference <i>shall not</i> be a bid evaluation factor.
ITB 35.3(d)	The final price of the Price Schedule will be considered as the Bid Price (Subject to any adjustment if required)
ITB 35.4¹²	<p>The following factors and methodology will be used for evaluation:</p> <ol style="list-style-type: none"> a. Fully compliance with technical specification & all other bidding conditions. b. Fully compliance to the mandatory item in the specification c. Certificate of Business Registration d. Authorization letter from the manufacturer e. Spares should be available at least for 5 years. f. Should supply with operating manual and service manual g. After sales services should be handled by local agents. h. Country of Origin should be stated i. International and/ or National usage of quoted brand/Model with the Customer's list. j. Quoted brand should be more than 5 years in the International Market. Bidder must be attached Evidence Document. k. Factors related to characteristics performance and terms and conditions of purchase of the good and relative services will be considered.
ITB 35.5	<p>Purchaser shall</p> <ol style="list-style-type: none"> a. Evaluate total items specified in ITB 14.3 as an item wise. b. Take into account the substantial, responsive, lowest-evaluated bidder.

ITB 43.1	Performance Bond should be submitted within Two week of Purchase order date, validity period of 120 Days (Beneficiary: The Vice Chancellor, Eastern University, Sri Lanka, Bond value: 10% of the total Purchase order Value, from Any bank registered under Central Bank of Sri Lanka

Section IV. Bidding Forms

Table of Forms

Bid Submission Form	
Price Schedule:.....	
Bid Security (Guarantee)	
Bid-Securing Declaration	
Manufacturer's Authorization	

Bid Submission Form

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

No.: *[insert number of bidding process]*

To: *[* insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[* insert a brief description of the Goods and Related Services]*;
- (c) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;
- (d) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures]*;
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*
In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Price Schedule

*[The Bidder shall fill in these Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

PRICE SCHEDULE

1	2	3	4		5	6	7		8	9	
Line Item No.	Description of Goods or related services	Qty	Unit price		Price per line item in LKR	Total Price Excluding VAT (Col 5+6) LKR	Total price in		VAT	Total Price Including VAT In LKR	
			In LKR	USD \$ *			In LKR	USD \$ *		In LKR	In \$
			1.	Chairs	108						
2.	Round table	02									
3.	Storage Cupboard	07									
4.	Folding Table	50									
Total											

***Allowed to apply USD price for imported items and Sri Lanka LKR for local components. Evidence should be provided for imported items based on our request.**

Bid-Securing Declaration

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

*[The **Bidder** shall fill in this form in accordance with the instructions indicated in brackets]*

Date: -----*[insert date by bidder]*

*Name of contract -- *[insert name]*

Contract Identification N^o: -----[insert number]*

*Invitation for Bid No.: ----- *insert number]*

*To: Vice Chancellor, EUSL

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are 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; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. 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. The Bidder shall include it in its bid, if so, indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*
No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V. Schedule of Requirements

Contents

1. List of Goods and Delivery Schedule
2. List of Related Services and Completion Schedule
3. Technical Specifications
- 4.. Drawings
5. Inspections and Tests

1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]

Line Item N°	Description of Goods	Quantity	unit	Final (Project Site) Destination as specified in BDS	Delivery Date ¹		
					Earliest Delivery Date	Latest Delivery Date	Bidder’s offered Delivery date [to be provided by the bidder- [insert the number of days following the date of effectiveness the Contract]]
1.	Chairs	108	Nos	<i>Faculty of Science, EUSL, Vanthar omoolai, Chenkal lady.</i>	<i>On or before 30 days from the date of purchase order</i>	On or before 60 days from the date of purchase order	
2.	Round Table	02	Nos				
3.	Storage Cupboard	07	Nos				
4.	Folding Table	50	Nos				

¹ applicable only if delivery is considered for evaluation. If not only one column “Delivery Date” duly filled by the Purchaser is required

2. List of Related Services and Completion Schedule

[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]

Service	Description of Service	Quantity¹	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>
1.	Supply and Delivery of Chairs	108	Nos	Faculty of Science Eastern University, Sri Lanka,	
2.	Supply and Delivery of Round Table	02	Nos		
3.	Supply and Delivery of Storage Cupboard	07	Nos		
4.	Supply and Delivery of Folding Table	50	Nos		

03. TECHNICAL SPECIFICATIONS

[The Technical specifications may be provided in the following format. The bidder shall fill the columns 6 and 7. Bidder's failure to provide the information requested in the columns 6 and 7 may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns 6 and 7 and the other technical information attached to the bid, the information provided herein shall take precedence.]

Section IV: Technical Specification & Compliance

Specification for Cinema Solution System						
	DESCRIPTION	MINIMUM REQUIREMENTS	QTY	CONFIRMITY TO SPECIFICATION		REMARKS
				Yes	No	
Required Item Specification given, solution should provide by supplier as design and built solution. All the equipment should comply with given specification.						
1	Supply and Delivery of furniture					
1.1	Chair (108 Nos)					
	Make	Vendor to specify				
	Model	Vendor to specify				
	Color	Blue /Maroon				
	Cushion	Seat and back side				
	Features	Fabric finished				
	Leg	Require black finished				

	Arm	Armed chair			
	Dimension	(L x W x H -seat) Chair between 22"-24" x 20 " - 22 " x 18 " -19 "			
	Warranty	2 years comprehensive warranty			
		PLEASE SEE ANNEXURE I FOR MORE DETAILS			
2	Round table (02)				
	Make	Vendor to specify			
	Model	Vendor to specify			

	Bottom of frame with 2 rubber bushes (2'' x 2'')			
Plank frame	Material – steel outer frame: GI box bar 1' x 1'(2.3mm)			
	Middle support bar: GI BOX BAR 1.5 '' X 1.5 '' (2.3mm)			
Planks features (See annexure IV)	Teak plank – 1'' thick Size:			
Features	All GI box bar should be 2.3mm thick			
	All GI box bar should be color powder coated			
	All welding points should in proper order			
	Sample should be approval			
All finishing measurements should be in as drawing	Attached (annexure)			
	PLEASE SEE ANNEXURE IV FOR MORE DETAILS			

5. Inspections and Tests

The following inspections and tests shall be performed: *[insert list of inspections and tests if any]*

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

CC 1.1(i)	The Purchaser is: The Vice-Chancellor, Eastern University, Sri Lanka
CC 1.1 (m)	The Project Site(s)/Final Destination(s) are mentioned in the table of List of Goods and Delivery Schedule
CC 8.1	For notices , the Purchaser's address shall be: Deputy Director/Procurement, OTS/AHEAD Project, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady E-mail : ddp_ots@esn.ac.lk Tp. No : 0652059393
CC 12.1	Details of Shipping and other Documents to be furnished by the Supplier are required.
CC 15.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: A: For Goods offered within Sri Lanka Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered installed and properly commissioning with the appraisal report of end users that all other contracted Services have been performed.
CC 17.1	A Performance Security: should be submitted within Two week of PO date for validity period of 120 Days (Beneficiary: The Vice Chancellor, Eastern University, Sri Lanka, Bond value: 10% of the total PO Value, from Any bank registered in Sri Lanka.
CC 25.1	The inspections and tests shall be ¹⁴ : required on all component & Services includes use acceptance test at the premises of the EUSL.
CC 25.2	The Inspections and tests shall be conducted by a team appointed by the EUSL
CC 26.1	The liquidated damage shall be 1 % per week from the Contract Price
CC 26.1	The maximum amount of liquidated damages shall be 10 %

Check List

No	Required Specification	Bidder's Offer			
		Conformity		Page No	Remark
		Yes	No		
1	Company Profile				
2	Business Registration				
3	VAT Registration				
4	List of Clients				
5	Past experience in the field				
6	Manufacturer Authorization				
7	Bid Security				
8	Forms of Bids				
9	Price Schedule				
10	Tender Fee				
11	Financial Statement				
Status					

“Check list must be filled by the Bidder”