

Regional Director of Health Service Office, Kegalle

Instruction to Bidders

01. Bids are called for the procurement of under mentioned equipment until **10.30am on 04.10.2022**. Bid documents will issue by accountant of the Regional Director of Health Service office, Kegalle from **08.09.2022 up to 03.10.2022** on payment of nonrefundable document fee Rs.200/- for each item.

01. FURNITURE AND EQUIPMENT		
No	Item	Quantity
1.1	Office table Executive type 150*80cm	1
1.2	Office Table Steel Medium 112*60cm	53
1.3	Office Table Wood Finish 150*70cm	10
1.4	Office Table Wood finish 120*70cm	19
1.5	Steel Office Table Small 112*60*78cm	125
1.6	Computer Tables 900mm*500mm*750mm	39
1.7	Classroom Desk /Study Desk 60cm*45cm*76cm	50
1.8	Revolving Chairs (High Back)	14
1.9	Revolving Chairs (Mid Back)	18
1.10	Revolving Chairs (Low Back)	184
1.11	Visitor Chair (Fabric, With Arms)	216
1.12	Visitor Chair ,Fabric without Arms	130
1.13	Typist Computer Operator chair with arms	102
1.14	Plastic Chairs with Arms	355
1.15	Steel cupboard (Small 90cm*45cm*125cm)	77
1.16	Plastic Chair without arms	10
1.17	Lab /Dispenser Chairs	25
1.18	Gang Chairs (4) stainless Steel Top	15
1.19	Steel Cupboard (90cm*45cm*180cm)	84
1.20	Steel Cupboard (Glass Fronted) 90cm*45cm*120cm	36
1.21	Steel Library Cupboard (Glass Fronted) (90cm*45cm*180cm)	14
1.22	File Rack/Book Rack Steel 120cm*30cm*120cm	32
1.23	Steel Rack	34
1.24	Filling Rack Wood Finish	4
1.25	File Cupboard Steel 45cm*60cm*135cm	12
1.26	Stand Fan	13
1.27	Grass Cutting Machine	6
1.28	Dustbin Plastic Pedal type 40L	13
1.29	Dustbin Plastic Pedal type 60L	3
1.30	Bed side Cupboard L 400mm*W 400mm*H 900mm	5
1.31	Wheel Chair	12
02. REFRIGERATOR AND AC MACHINE		
No	Item	Quantity
2.1	Refrigerator 250L	11
2.2	AC Machine 12000BTU	9
2.3	AC Machine 9000BTU	9
03. ELECTRONIC AND ELECTRICAL DEVICES		
No	Item	Quantity
3.1	Washing Machine	7
3.2	Duplo Printer	3

3.3	Microphones wireless	3
3.4	Photocopy Machine (Multifunctional)	22
3.5	Fax Machine	6
3.6	Laminating Machine	1
3.7	Portable Sound Systems (Multimedia)	7
3.8	Digital Camera	2
04. COMPUTERS AND ACCESSORIES		
No	Item	Quantity
4.1	Desktop I5, 8GB, 1T,LCD 17" , WIFI	31
4.2	Desktop I3, 8GB, 1T,LCD 17" , WIFI	16
4.3	Desktop I3, 8GB, 1T,LCD 17" , WIFI (For Government Payroll System)	11
4.4	Laptop I3, 8GB, 1T,LCD 17" , WIFI	30
4.5	Laptop I5, 8GB, 1T,LCD 17" , WIFI	12
4.6	Laptop I7, 8GB, 1T,LCD 17" , WIFI	3
4.7	Multimedia Projectors 1080P	4
4.8	Smart Board 64" with Webcam and Sound system	1
4.9	Multimedia Presenter	2
4.10	Laser Printers	34
4.11	Colour Printers (Ink Tank Type)	1
4.12	Pen drive 32GB	10
4.13	WIFI routers	6
4.14	Network switch 10/100 4 port	1
4.15	UPS 650 VA	19
4.16	External Hard Disk	1

02. Bids should seal in accordance with clause 10 of these instructions for bidders and address to **Chairman, Procurement Committee, Regional Director of Health Service Office, Kegalle** and should be sent on or before the closing time of bids. Bids may be sent by registered post or put into the tender box kept in Regional Director's office.

03. Bids receiving are closed **at 10.30 a.m. on 04.10.2022** and opened immediately after that in the auditorium of Regional Director of Health Service office, Kegalle. Any bidder or their authorized representatives can participate at the bid opening.

04. Bidders should make separate bid each of the item mentioned in clause 01. For this purpose, bidders would be issued technical specifications and forms of bids separately for each of the items.

05. All equipment offered must confirm to the contents of these documents and to the technical specifications set out in the annexure (IV) to this document. Your offer must address it self-specifications and state whether the equipment offered confirm or dose not confirm herewith. An illustrated set of original printed technical literature describing the specific offered must be forward with the offer.

A clause by – clause commentary on the specification responsive to the specifications and a statements of deviations and exception to provisions of the specifications must be submitted with the offer

06. The bidders should bear the cost of bidding entirely.

07. Language of bids should be in English.

08. Bid currency should be in Sri Lankan rupees.

09. A bid bond is in cash or bank bond issued by commercial bank registered under Central Bank of Sri Lanka given bellow format (annexure - II) **valid until 31.12.2022**. The bid bond should be address to “**Regional Director of Health Service, Kegalle**”. It should be attached with bid submission form.

Bid bond values of each items as follows,

01. FURNITURE AND EQUIPMENT			
No	Equipment	Quantity	Bid Bond Value (Rs)
1.1	Office table Executive type 150*80cm	1	9,600.00
1.2	Office Table Steel Medium 112*60cm	53	26,000.00
1.3	Office Table Wood Finish 150*70cm	10	5,600.00
1.4	Office Table Wood finish 120*70cm	19	9,400.00
1.5	Steel Office Table Small 112*60*78cm	125	54,000.00
1.6	Computer Tables 120cm*60cm	39	19,400.00
1.7	Classroom Desk /Study Desk	50	6,000.00
1.8	Revolving Chairs (High Back)	14	4,400.00
1.9	Revolving Chairs (Mid Back)	18	6,800.00
1.10	Revolving Chairs (Low Back)	184	66,000.00
1.11	Visitor Chair (Fabric, With Arms)	216	40,000.00
1.12	Visitor Chair ,Fabric without Arms	130	24,000.00
1.13	Typist Computer Operator chair with arms	102	22,000.00
1.14	Plastic Chairs with Arms	355	9,400.00
1.15	Steel cupboard (Small) 91cm*45cm*119cm)	77	32,000.00
1.16	Plastic Chair without arms	10	1,000.00
1.17	Lab /Dispenser Chairs	25	11,000.00
1.18	Gang Chairs (4) stinless Steel Top	15	15,600.00
1.19	Steel Cupboard (91cm*46cm*180cm)	84	42,000.00
1.20	Steel Cupboard(Glass Fronted) 91cm*45cm*117cm	36	27,200.00
1.21	Steel Library Cupboard (Glass Fronted)	14	9,200.00
1.22	File Rack/Book Rack Steel 119cm*30cm*120cm	32	7,600.00
1.23	Steel Rack	34	12,200.00
1.24	Filling Rack Wood Finish	4	4,500.00
1.25	File Cupboard Steel 46cm*60cm*135cm	12	7,600.00
1.26	Stand Fan	13	3,600.00
1.27	Grass Cutting Machine	6	2,400.00
1.28	Dustbin Plastic Pedal type 40L	13	3,000.00
1.29	Dustbin Plastic Pedal type 60L	3	1,000.00
1.30	Bed side Cupboard L 400mm*W 400mm*H 890mm	5	5,000.00
1.31	Wheel Chair	13	4,800.00
02. REFRIGERATOR AND AC MACHINE			
No	Equipment	Quantity	Bid Bond Value (Rs)
2.1	Refrigerator 250L	11	20,000.00
2.2	AC Machine	9	27,000.00

2.3	AC Machine	9	27,000.00
03. ELECTRONIC AND ELECTRICAL DEVICES			
No	Equipment	Quantity	Bid Bond Value (Rs)
3.1	Washing Machine	7	10,400.00
3.2	Duplo Printer	3	24,000.00
3.3	Microphones wireless	3	1,000.00
3.4	Photocopy Machine (Multifunctional)	22	78,000.00
3.5	Fax Machine	6	4,500.00
3.6	Laminating Machine	1	500.00
3.7	Portable Sound Systems (Multimedia)	7	4,000.00
3.8	Digital Camera	2	5,000.00
04. COMPUTERS AND ACCESSORIES			
No	Equipment	Quantity	Bid Bond Value (Rs)
4.1	Desktop I5, 8GB, 1T,LCD 17" , WIFI	31	92,000.00
4.2	Desktop I3, 8GB, 1T,LCD 17" , WIFI	16	38,000.00
4.3	Desktop I3, 8GB, 1T,LCD 17" , WIFI (Government Payroll Sys)	11	26,000.00
4.4	Laptop I3, 8GB, 1T,LCD 17" , WIFI	30	126,000.00
4.5	Laptop I5, 8GB, 1T,LCD 17" , WIFI	12	48,000.00
4.6	Laptop I7, 8GB, 1T,LCD 17" , WIFI	3	14,000.00
4.7	Multimedia Projectors 1080P	4	9,600.00
4.8	Smart Board 64" with Webcam and Sound system	1	8,000.00
4.9	Multimedia Presenter	2	500.00
4.10	Laser Printers	34	17,000.00
4.11	Colour Printers (Ink Tank Type)	1	1,500.00
4.12	Pen drive 32GB	10	2,500.00
4.13	WIFI routers	6	1,000.00
4.14	Network switch 10/100 4 port	1	500.00
4.15	UPS 650VA	19	500.00
4.16	External Hard Disk (1T)	1	1,000.00

10. Bids should be sent in two copies one marked “Original” and the other “Duplicate”. These two copies should be put in two separate envelopes and should be sealed. These two copies should then be contained in one envelop sealed and address given under clause 02. Top left hand corner of this envelop should bear the words “**Supply of Furniture & office Equipment-2022**”

11. The original and the duplicate of bids should be typed and written in indelible ink and signed by authorized signatories. Any change should be initialed.

12. Bids received after dead line will be rejected.

13. Modification, substitution and withdrawal of bids are permitted before the deadline for submission of bid. They should be sealed, marked on the top left hand corner and delivered before the closing time.

14. Bids should be opened in the presence of bidders or their representatives. Basic information's in each bids should be announced at the bids opening.

15. Award will be done to the substantive responded bids evaluated separately by each items.

16. The procurement committee reserves the right to accept any bid, reject any bid or accept any part and reject any part.

17. Bid forms will be issued to manufactures or agent of foreign or local manufactures and they should furnish documentary evidence to prove their agency with the manufacturer.

18. The evaluation of the bids will take in to account the bid price of equipment conformity with the specifications, delivery period, cost of spare parts and services the availability of spare parts and after sales services, the quality and adaptability of the equipment offered, and the performance and productivity of the equipment offered.

19. The successful bidder should deliver the goods to the Regional Director of Health Services office, Kegalle within 14 days from the purchasing order.

20. Related to this advertisement, you are instructed to report the stock availability with you at the moment, you place your bid, as me expect to purchase relevant items immediately.

21. Pre-Bid meeting is held at **10.30 am on 28.09.2022** at the auditorium of Regional Director of Health Service office, Kegalle. Any bidder or their authorized representatives are can participate at the meeting.

22. Bidders should submit their bids with following documents.

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| Bid Submission Form | - Annexure I |
| Bid Guarantee | - Annexure II |
| Price Schedule | - Annexure III |
| Bidders response to specification | - Annexure IV |
| Bid-Securing Declaration | - Annexure V |
| Manufacturer's Authorization | - Annexure VI |

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Chairman,
Procurement Committee
Regional Director of Health Service office
Kegalle