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அரசாங்க அதிபர் / மாவட்ட செயலாளர்
Government Agent / District Secretary

දුරකථනය }
தொலைபேசி } 021-222 2235
Telephone }

ෆැක්ස් }
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දිස්ත්‍රික් ලේකම් කාර්යාලය, යාපනය.

மாவட்ட செயலகம், யாழ்ப்பாணம்.

District Secretariat, Jaffna.

මගේ අංකය)

எனது எண் JK/PROC/Covid/09/06/2020
My No.

ඔබේ අංකය

உமது எண்
Your No. }

දිනය
திகதி
Date }

26.05.2020

Calling Quotation for Anti – Covid 19 Items (Hand Sanitizer)

Quotations are called for Anti – Covid 19 Items (Hand Sanitizer) by Department Procurement Committee of District Secretariat, Jaffna.

In this regard, Sealed Quotations shall be addressed to the “Chairman, Department Procurement Committee, District Secretariat Jaffna” and submitted directly in the Tender Box available at the Procurement Unit (Room No – 42), District secretariat, Jaffna at or before 2.30 p.m on 28.05.2020. At the Top left hand corner of the envelope, it should be marked as “Quotation for Anti – Covid 19 Items”. Quotations will be opened at 2.30 p.m on the same day in presence of the bidders or bidders’ representatives who choose to attend and also late bid will be rejected.

Further to the ITV (Instructions to Vendors) of NPA/SBD/GOODS/01, the following Additional instruction should be considered.

Instruction

- The quotation shall comprise the following documents
 - Price schedules
- These forms must be completed without any alterations to its format, and substitutes shall not be accepted. All blank spaces shall be filled in with the information requested.
- You must submit the quotations for Anti – Covid 19 Items (Hand Sanitizer) that should be according to the description in the price schedule of the bid document.
- Alternative offers shall be considered. The vendors are advised to quote different options for the same item but furnish the most competitive among the options available to the bidder.
- All columns must be priced separately in the price schedules including discount and Excluding VAT.
- When you submit the quotations, price should be mentioned including all other taxes and expenses without VAT in the bid submission form
- The applicable VAT shall be indicated separately. If you are a VAT holder, you should indicate the VAT Registration Number.
- Quotations shall remain valid for the period of 28.05.2020 to 31.08.2020 from the quotation submission deadline date.
- The Bidder should not change the quoted prices within the validity period.

- At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of items originally specified in the Price Schedule provided, this does not exceed fifty percentages (50%)
- Anti – Covid 19 Items (Hand Sanitizer) should be supplied within 01 Day of receiving the purchase order.
- If your business address is changed it should be immediately informed to us.
- Interested suppliers may obtain further information or any clarification from the Procurement unit (Room No – 42), District secretariat, Jaffna on 26.05.2020 from 9.00 a.m to 3.00 pm. Contact number are: Phone 021 221 4633 or 021 222 2233, 021 222 2234 (Ext. – 140), Facsimile: 021 222 3674
- Delivery period and available quantity are considered to make procurement decision.
- Procurement Committee has all rights to accept or reject quotation.


M. Sivakumar,
Accountant (Procurement)
For District Secretary,
District Secretariat, Jaffna

M. Sivakumar
Accountant (Procurement)
for Govt. Agent/District Secretary
District Secretariat
Jaffna

Price Schedule

S.No	Item	Description	Qty	Unit Price (Rs.)	Available stock of Bidders	Latest Delivery Date	Bidder's offered Delivery date	If VAT applicable Yes/ No
01	Hand Sanitizer	High Quality 50 ml Liquid, Alcohol 70% to 85%	1000 Nos (We shall purchase one category or all categories for the total Qty)			01 day		
		High Quality 50ml Gel, Alcohol 70% to 85%				01 day		
		High Quality 100ml Liquid, Alcohol 70% to 85%				01 day		
		High Quality 100ml Gel, Alcohol 70% to 85%				01 day		

If VAT Applicable, Vat Registration No:

.....
Signature of Bidder

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Date