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அரசாங்க அதிபர் / மாவட்ட செயலாளர்
Government Agent / District Secretary

දුරකථනය }
தொலைபேசி } 021-222 2235
Telephone }

ෆැක්ස් }
பெக்ஸ் } 021-222 2355
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E.mail: gajaffna@sltnet.lk



දිස්ත්‍රික් ලේකම් කාර්යාලය, යාපනය.

மாவட்ட செயலகம், யாழ்ப்பாணம்.

District Secretariat, Jaffna.

මගේ අංකය }
எனது எண் }
My No. }

ඔබේ අංකය }
உமது எண் }
Your No. }

දිනය }
திகதி }
Date }

20.05.2019

Calling Quotation for Furniture – District Secretariat Jaffna.

Quotations are called for Furniture at District Secretariat Jaffna. In this regard, Sealed Quotations shall be sent by registered post addressed to the “**Chairman, Procurement Committee, District Secretariat Jaffna**” or Deposit in the Tender Box available at the Procurement Unit, District secretariat, Jaffna on or before 2.30 p.m on 28.05.2019. At the Top left hand corner of the envelope, it should be marked as “**Quotation for Furniture**”. Quotations will be opened at 2.30 p.m on the same day in presence of the bidders or bidders’ representatives who choose to attended 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

- Quotations should be submitted according to the business type mentioned on the Business registration Certificate.
- All Items should be according to our specifications
- The quotation shall comprise the following documents
 - Price schedules
 - Technical Specification
- This form 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.
- Brochure/ Images Should be attached.

- Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
- All items must be priced separately in the price schedules including discount and Excluding VAT.
- The applicable VAT shall be indicated separately.
- The vendors shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka. (Manufacturer Authorization)
- The vendor shall furnish as part of its quotation the documentary evidence that the goods conform to the technical specification and standards specified in "Technical specifications & compliance with specifications".
- Quotations shall remain valid for the period of ninety (90) days validity of after the quotation submission deadline date.
- Items should be supplied within 10 Days of receiving purchase order.
- Payment will not be made for the supplied Items, not according to our specifications.
- 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, District secretariat, Jaffna on any working days from 9.00 a.m to 3.00 pm from 08.05.2019. Contact numbers are: Phone 021 221 4633 or 021 222 2233, 021 222 2234 (Ext. – 140), Facsimile: 021 222 3674
- Procurement Committee has all rights to accept or reject quotation.


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

Price Schedule

Note: 1. Unless otherwise allowed under ITB Clause 15, the bidders are required to quote the prices under 'A' Columns:							
1	2	3	4	5	6	7	8
Goods and related services offered within Sri Lanka (In Sri Lanka Rupees)							
Line Item No	Description of Goods or related service	QTY and Unit	Unit Price Excluding VAT	Total Price Excluding VAT (Col 3x 4)	Discounted Total Price (If Any) excluding VAT	VAT	Total Price Including VAT (Col 5 or 6+7)
JK/PROC/Furniture/05/S/01/2019							
1	Computer Table	25					
2	Computer chair	25					
3	Low Back Wheel Chair	05					
4	Office Table	05					
5	Plastic Chair- type-1	10					
6	Visitors Chair- A	100					
7	Plastic Chair - type -11	500					
8	Visitors Chair- B	400					

Signed: [Signature of person whose name and capacity are shown below].....

Name: [Insert complete name of person signing the bid].....

In the capacity of [Insert legal capacity of person signing the bid].....

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

Dated on.....day of[Insert date of signing]

Item No.01

Computer Table

Description	Minimum Requirement	Bidder's Response (Yes / No / Specify)
Manufacturing Standards	Make	
	Brand	
	Model	
	Country of Manufacturing	
Specifications	Mini mam Size - 60cm X 45cm X 75cm	
	Material - composite wooden	
	General Use- etc, including USP Stand	
Warranty Period	please Specify	
Unit Price (Rs)	Without VAT	



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Bidder's Signature & Date

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Bidder's Official Rubber Stamp

Item No.02**Computer Chair**

Description	Minimum Requirement	Bidder's Response (Yes / No / Specify)
Manufacturing Standards	Make	
	Brand	
	Model	
	Country of Manufacturing	
Specifications	1. 3 Seat PU Leather & Stainless Steel Waiting	
	2. Approximately Back Rest Size H-450 mm , W - 2'	
	3. Approximately Seat Size W - 400 mm, L - 500 mm	
Warranty Period	please Specify	
Unit Price (Rs)	Without VAT	



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Bidder's Signature & Date

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Bidder's Official Rubber Stamp

Item No.03

Low Back Wheel Chair

Description	Minimum Requirement	Bidder's Response (Yes / No / Specify)
Manufacturing Standards	Make	
	Brand	
	Model	
	Country of Manufacturing	
Specifications	1. Back Rest - Material - Cushion with fabric Cloth, Size - L19" H 22", (High upto Shoulder), Covered by plastic.	
	2. Seat - Material- Cushion with fabric Cloth, Size -W 20"X L 21", Bottom covered by plastic	
	3. Chair arm should be made by 17"X3" Tempred plastic & Cushion with Rexion and arm don't connect with seat	
	4. Wheels with 15" chair base	
	5. Height Adjustable	
	6. Able to use upto 90 KG	
Warranty Period	please Specify	
Unit Price	Without Tax	

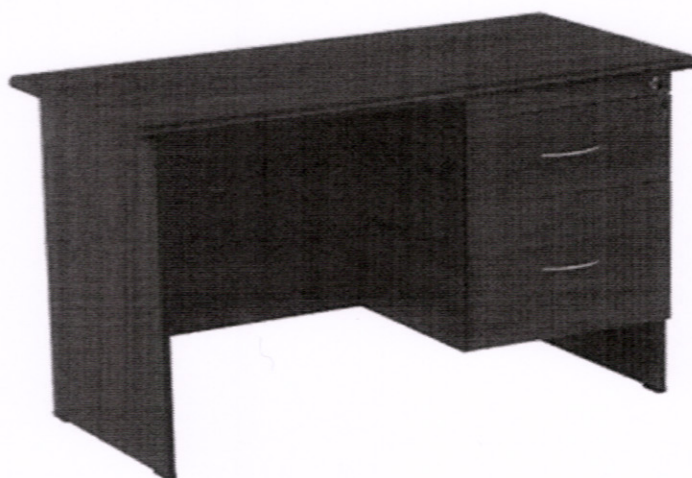


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Bidder's Signature & Date

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Bidder's Official Rubber Stamp

Item No.04**Office Table**

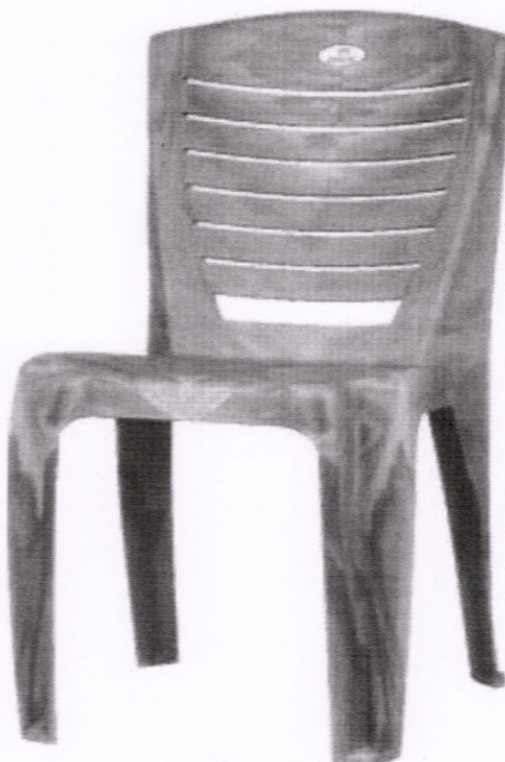
Description	Minimum Requirement	Bidder's Response (Yes / No / Specify)
Manufacturing Standards	Make	
	Brand	
	Model	
	Country of Manufacturing	
Specifications	Mini mam Size - L-120cm X W-60cm X H- 75cm. With two drawer	
	Material - composite wooden	
	General Use- etc	
Warranty Period	please Specify	
Unit Price (Rs)	Without VAT	

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Bidder's Signature & Date.....
Bidder's Official Rubber Stamp

Item No.05

Plastic chair type -1

Description	Minimum Requirement	Bidder's Response (Yes / No / Specify)
Manufacturing Standards	Make	
	Brand	
	Model	
	Country of Manufacturing	
Specifications	Load Capacity - 70-90 Kg	
	Material - ABS Plastic	
	Color - Brown	
	Size - Standard	
	General Use- etc	
Warranty Period	please Specify	
Unit Price (Rs)	Without VAT	



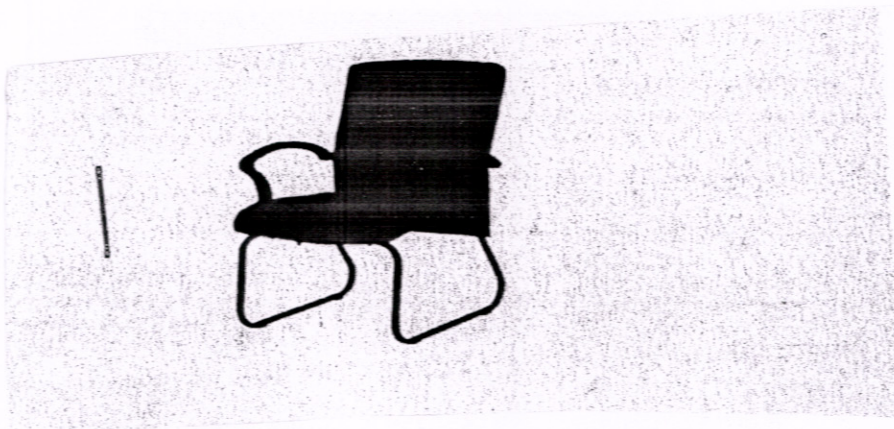
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Bidder's Signature & Date

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Bidder's Official Rubber Stamp

Item No.06

Visitors Chair -A

Description	Minimum Requirement	Bidder's Response (Yes / No / Specify)
Manufacturing Standards	Make	
	Brand	
	Model	
	Country of Manufacturing	
Specifications	1. Back Rest - Material - Cushion & fabric or pvc cloth & steel Tube,3 "Thikness Cushion Seat For 21"x21' Base Seat, Size L 25'xw22"XH 37" Back Rest Size 21"20"	
	2.Material - steel,Plastie, cushion	
	3. Chair arm should be made by 17.5" Tempred plastic Arm	
	4. Legs should beTempered Steel & Leg Bottom Covered by rubber bush	
	5. Able to use upto 90 KG	
	6. Colour - Blue	
Warranty Period	please Specify	
Unit Price	Without Vat	



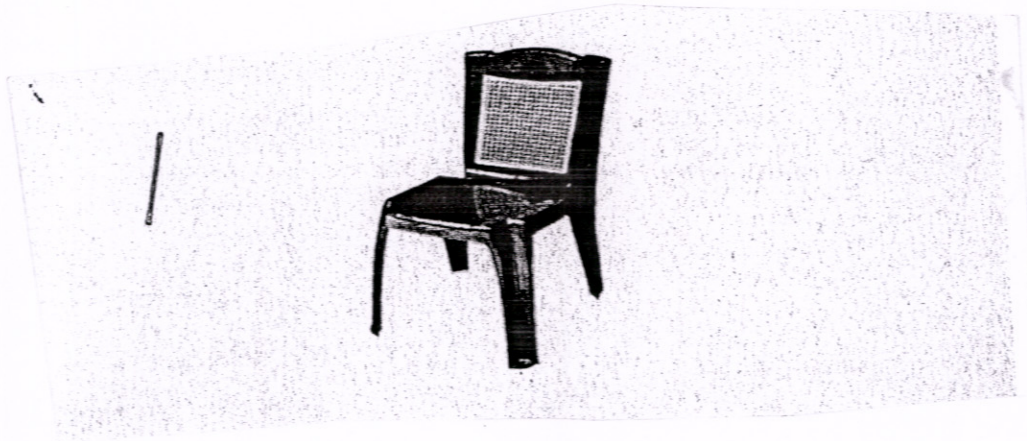
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Bidder's Signature & Date

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Bidder's Official Rubber Stamp

Item No.07

Plastic chair - type- 11

Description	Minimum Requirement	Bidder's Response (Yes / No / Specify)
Manufacturing Standards	Make	
	Brand	
	Model	
	Country of Manufacturing	
Specifications	Load Capacity - 70-90 Kg	
	Material - ABS Plastic	
	Leg Hight 17.5"	
	Back Rest Hight 16"	
	Back Rest Width 16"	
	Seat Length 16"	
	Seat Width 15.5"	
	Back Rest Should be With Plastic Net	
	Colour - Blue	
	General Use- etc	
Warranty Period	please Specify	
Unit Price (Rs)	Without VAT	



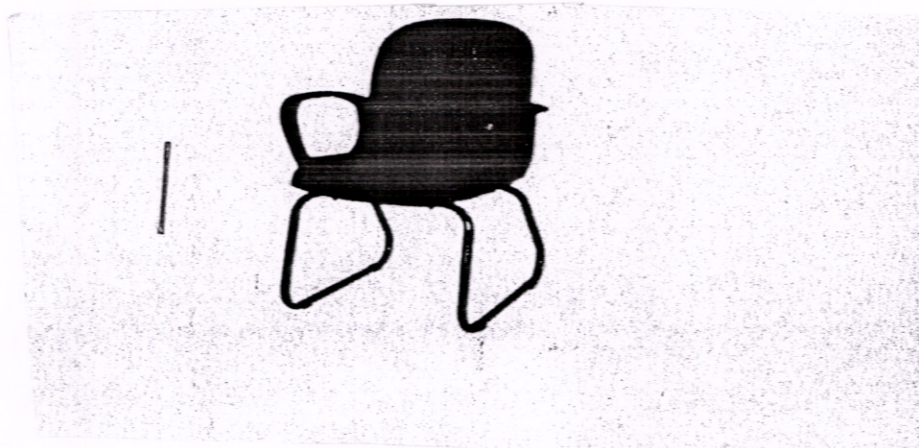
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Bidder's Signature & Date

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Bidder's Official Rubber Stamp

Item No.08

Visitors Chair -B

Description	Minimum Requirement	Bidder's Response (Yes / No / Specify)
Manufacturing Standards	Make	
	Brand	
	Model	
	Country of Manufacturing	
Specifications	1. Back Rest - Material - Cushion & fabric Steek Tube 3" "Thikness Cushion For 20"x20' Base Seat, Size L 22'xw18"XH 36" Back Rest Size 18"20"	
	2.Material - steel,Plastie, cushion	
	3. Chair arm should be made by 17.5" Tempred plastic Arm Covered by rubber bush For Chair Base	
	4. Legs should beTempered Steel & Leg Bottom Covered by rubber bush	
	6. Able to use upto 90 KG	
	7. Colour - Blue	
Warranty Period	please Specify	
Unit Price	Without Vat	



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Bidder's Signature & Date

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Bidder's Official Rubber Stamp