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රාජ්‍යාංශ අතිරේක / මாவட்டාලයාලය
Government Agent / District Secretary



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දිස්ත්‍රික් ලේකම් කාර්යාලය, යාපනය.

மாவட்ட செயலகம், யாழ்ப்பாணம்.

District Secretariat, Jaffna.

මගේ අංකය } JK/PROC/Machinery/07/
எனது எண் }
My No. } 03/2019

ඔබේ අංකය }
உமது எண் }
Your No. }

දිනය } 17.07.2019
திகதி }
Date }

Calling Quotation for Single Door Refrigerators, Double Door Refrigerators, Fully Automatic Washing Machines(10Kg) & Deep Freezer

Quotations are called for Single door refrigerators, Double Door Refrigerators, Fully Automatic Washing Machines(10Kgs) & Deep Freezer on behalf of the District Secretariat, Jaffna by the Department Procurement Committee of 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 (Room No 42) on or before 10.30 A.M on 31.07.2019. At the Top left hand corner of the envelope name of the Item ,which quotation is submitted for , should be marked. (Eg: “Fully Automatic Washing Machine”) Quotations will be opened at 10.30 a.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

- 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
 - Quotation Submission form
 - 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.
- 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 Price to be quoted in the Quotation submission form shall be the total price of the quotation, including any discounts offered.
- The applicable VAT shall be indicated separately.
- 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 up to 31.12.2019
- Items should be supplied within 15 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 17.07.2019. Contact number 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

1	2	3	4	5	6	7	8
Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)							
A							
Line Item No.	Description of Goods or related services	Qty and unit	Unit price (inclusive of duties, sales and other taxes) Excluding VAT	Total Price Excluding VAT (Col 3x4)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 5 or 6+7)
LOT :- JK/PROC/Machinery/07/03/2019							
01	Single Door Refrigerators	06					
02	Double Door Refrigerators	01					
03	Fully Automatic Washing Machine(10Kg)	02					
04	Deep Freezer	02					

Write the discounted price if any:

Signed:

Name:

Section V

Quotation Submission Form

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

Date:.....

To: **Government Agent / District Secretariat,
District Secretariat, Jaffna.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods [insert a brief description of the Goods];
- (c) The total price of our quotation including any discounts offered is: [insert the total quoted price in words and figure];
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:
[insert signature of person whose name and capacity are shown]

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

Dated:.....

Requirement specifications for Fully Automatic Washing Machine (10Kg)

Description		Minimum Requirement	Bidder's Response Specify/Yes/No
Manufacturing Standards (General)	Brand	Specify	
	Model No	Specify	
	Country of Manufacture	Specify	
	Capacity	10Kgs	
	Type	Top load, Window glass (Transparent)	
	Control	Fully Automatic	
Body features	Hot Cold water Inlet	Specify	
	Display	Digital	
	Inner Tub	Specify	
Dimensions	Depth	520mm	
	Width	520mm	
	Height	910mm	
Washing Features	Pulsator	Specify	
	Air Dry	Specify	
	Water Level Selection	10 Litr	
	Safety Features	Auto Balance System	
Services	Warranty Period	2 Years	
	Delivery Installtion	demo is provided free of cost.After delivery of your Washing Machine.The installtion & demo is usually done within 2 Business days of delivery of Washing machine	
	Package Contents	Washing Machine, Other Accessories,User manual, Warranty Card	
Unit Price (Rs)	Without VAT		

Requirement Specification for Quotation of Deep Freezer

Description		Minimum Requirement	Bidder's Response Specify/Yes/No
Manufacturing Standards (General)	Brand/Make	Specify	
	Model	Specify	
	Country of Origin	Specify	
	Capacity	Approx.300L	
	Cooling Technology	Automatic	
	User Control	Electrical	
	Language	English	
	Mobility	Moveable with wheels	
	Power	Electric.single phase ,220V-240V(50/60 Hz)	
Control	Defrost process Freezer	Automatic	
Body Design	Locker	Yes	
	Indicators	Led light Green/red	
	Door	Chest type 02 doors- Side by side	
	No of the Compressor	1	
Dimensions	Gross weight	Approx.50Kg	
Services	Warranty	Two Years for Compressor and body	
	After sales service	Specify	
Unit Price (Rs)	Without VAT		

Requirement Specification for Quotation of Double door Refrigerator

Description		Minimum Requirement	Bidder's Response Specify/Yes/No
Manufacturing Standards (General)	Brand	Specify	
	Model No	Specify	
	Country of Manufacturing	Specify	
	Capacity	210 L	
	Energy Rating	Inverter Model	
	Defrosting Technology	Direct Cool	
	Air Flow Type	Multi Flow	
	Electricity	Specify	
Freezer Body Design	Freezer Exteriors	Transparent Door	
	Ice Tray	Specify	
	Ice Cube Box	Specify	
	Tempered Glass freezer	Specify	
	Freezer Location	Top	
	No of Shelves freezer	Specify	
	Interiors Lamp	Specify	
	Water Dispenser	Specify	
	Door lock	Specify	
Dimensions	Depth	660mm	
	Width	540mm	
	Height	1520mm	
Basketgasket Shelves	Drawers	Specify	
	Vegetable Basket	Specify	
	Egg Cum Ice Tray	Specify	
	Anti Bacteria Gasket	Specify	
	Chiller	Specify	
	No of Doors	Specify	
	No of Shelves	Specify	
	Door Basket	Specify	

Services	Warranty	1 Year	
	Compressor Warranty	3 Year	
	Delivery Installtion	demo is provided free of cost.After delivery of your Double door Refrigerator.The installtion & demo is usually done within 2 Business days of delivery of Double door Refrigerator	
	Package Contents	Main Unit,Power Cord Attachments, User Manual & Warranty	
Unit Price (Rs)	Without VAT		

Requirement Specification for Quotation of Single door Refrigerator

Description		Minimum Requirement	Bidder's Response Specify/Yes/No
Manufacturing Standards (General)	Brand	Specify	
	Model No	Specify	
	Country of Manufacturing	Specify	
	Capacity	185L	
	Energy Rating	Inverter Model	
	Defrosting Technology	Direct Cool	
	Air Flow Type	Multi Flow	
	Electricity	Specify	
Freezer Body Design	Freezer Exteriors	Transparent Door	
	Ice Tray	Specify	
	Ice Cube Box	Specify	
	Tempered Glass freezer	Specify	
	Freezer Location	Top	
	No of Shelves freezer	Specify	
	Interiors Lamp	Specify	
	Water Dispenser	Specify	
	Door lock	Specify	
Dimensions	Depth	620mm	
	Width	510mm	
	Height	1220mm	
Basketgasket Shelves	Drawers	Specify	
	Vegetable Basket	Specify	
	Egg Cum Ice Tray	Specify	
	Anti Bacteria Gasket	Specify	
	Chiller	Specify	
	No of Doors	Specify	
	No of Shelves	Specify	
	Door Basket	Specify	

Services	Warranty	1 Year	
	Compressor Warranty	3 Year	
	Delivery Installtion	& demo is provided free of cost.After delivery of your Single door Refrigerator.The installtion & demo is usually done within 2 Business days of delivery of Single door Refrigerator	
	Package Contents	Main Unit,Power Cord Attachments, User Manual	
Unit Price (Rs)	Without VAT		