



EAMINATION DIVISION  
RAJARATA UNIVERSITY OF SRI LANKA  
MIHINTALE

INVITATION OF BIDS  
FOR  
PROCUREMENT OF

Providing Photographing service to the Convocation of Rajarata University of Sri Lanka.

QUOTATION NUMBER  
RUSL/CONV/24/2024

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PURCHASER  
Vice Chancellor,  
Rajarata University of Sri Lanka  
Mihintale

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the <b>Providing Photography Service</b> as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section IV. Schedule of Requirements</li> <li>• Section V. Quotation submission Form(s)</li> <li>• Price Schedule</li> </ul>
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Quotation Submission Form</li> <li>(b) Price Schedules;</li> <li>(c) Bid Security</li> <li>(d) Copy of Valid Business or Company Registration</li> <li>(e) Similar nature Assignment done</li> <li>(b) Condition of Contract with signature</li> </ul>
4. Quotation Submission Form and Price Schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 <i>Alternative offers or options shall not be considered.</i> 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.</p>
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.

	<p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with adjustable price shall be treated as non-responsive and maybe rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	7.1 The vendor shall Furnish the sample paper as part of its quotation with Brand, type and gsm of the paper to determine the quality.
8. Period of Validity of quotation	8.1 Quotations shall remain <i>valid for the period of forty nine (49)</i> days from the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be completed and signed by a person duly authorized to sign on behalf of the vendor.(Form of Bid, Prices Schedule, Schedule of Requirement and Specification Compliance sheet)
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by registered post or by hand in sealed envelopes addressed to the Purchaser and bear the specific identification of the quotation number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and not later than the date and time as specified in the Data Sheet.
12. Late Quotations	12.1 The Purchaser shall reject any quotation that arrives after the Dead line for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of quotation	<p>13.1 The purchaser shall conduct the opening of quotation in public at the Address, date and time specified in the data sheet soon after the closing time of the quotation.</p> <p>13.2 a representative of the bidders may be present and mark its attendance</p>

E: Evaluation and Comparison of Quotations	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of his quotation. Any clarification submitted by a vendor in respect to his quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotations	<p>16.1 All bids will be evaluated on a lot basis. (only consider item no. 1 15"x12", item no. 2 15"x10" and item no.3 12"x10" and 10"x8")</p> <p>16.2 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.3 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) The Price as quoted;</li> <li>(b) Price adjustment for correction of arithmetical errors;</li> <li>(c) Price adjustment due to discounts offered.</li> <li>(d) Goods delivery period</li> <li>(e) Past experience as per additional clause 27</li> <li>(f) Compliance to the terms &amp; conditions</li> <li>(g) Availability of Branch network or Agent to collect photographs easily.</li> </ul> <p>16.4 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of providing services</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, with out there by incurring any liability to bidders.</p>
Award of Contract	
19. Acceptance of the Quotation	<p>19.1 The purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the document issued.</p>

20.Notification of acceptance	20.1 Prior to the expiration of the period of validity of quotation, the purchaser will notify the successfully vendor, in writing that its quotation has been accepted.
21.Bid security	21.1 Bid shall furnish as part of its bid, a bid security as specified in the additional clause.
Additional Clause	
22. Performance Security	25.1 A Performance Security shall be 250,000.00
23. Bidders Qualification & Contractual Experience	<p>27.1 Bidder should have valid Business or Company registration in relevant field</p> <p>27.2 Bidder should have at least 5 years' experience in providing Photographing services</p> <p>27.2 The bidder(s) should have completed as main service provider of at least three University convocations not less than 1500 graduands within last 5 years with nature is similar to the scope of the Service from 01.01.2019 (Proof document or Completion certificate should be attached).</p>

Section II: Bidding Data Sheet

ITV Clause Reference	Description
1.1	The Purchaser is: Vice Chancellor  Address : Rajarata University of Sri Lanka Mihintale.
5.1	Bidder should quote for all items mentioned in the schedule of Requirement.
8.1	Quotation shall be valid for <i>forty-nine (49)</i> days from the date of closing of bid. (Until 22.06.2024)
10.0	The envelop shall bear the following identification mark on the top left-hand corner. Quotation No. RUSL/CONV/24/2024 Providing Photographing services to the 24rth Convocation at the RajarataUniversity of Sri Lanka for Rajarata University.
11.1	Address for submission of Quotation is: Chairperson Department Procurement Committee Rajarata University of Sri Lanka Mihintale  Deadline for submission of quotation is:05.04.2024 @ 2.00P.M. <b>The pre bid meeting will be held on 21.03.2024 @ Main Auditorium at Rajarata University of Sri Lanka, Mihintale</b>
12.1	Late bids will be returned unopened.
13	The quotations shall be opened at the following address: Office of the Registrar, 2 <sup>nd</sup> floor of the Main Administration Building Rajarata University of Sri Lanka, Mihintale.  Bidder or his representatives are allowed to attend to the bid opening Date: 05.04.2024 Time: 2.00p.m. (soon after the closing of bids)
15	Other factors that will be considered for evaluation are (List and describe the methodology):N/A
24. Bid Security	28.1Bid Security shall be submitted one of the followings.1.By cash- 50,000.00 LKR  The payment of bid security shall be made to the Shroff, Rajarata University of Sri Lanka or Deposited to the account number 5022117 Rajarata University of Sri Lanka maintained at the Bank of Ceylon, Mihintale and relevant receipt shallbe attached with the bid.

	<p>2.By bid security. – 100,000.00 LKR</p>
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Bid security address to *Vice Chancellor Rajarata University of Sri Lanka* valid until 20.07.2024 that obtained from a commercial bank registered under the Central Bank of Sri Lanka and should be Submitted along with the bid as the part of a bid

Section III: Technical Specification & Compliance

Specification		
Serial No	Item Name	Annexure
01	Photo paper	Annexure I

Customer List

Name and address of the University	Event name	Date of Service provided	No. of Graduates	Phone no. of the contact person



Section IV: Schedule of Requirements

Item Number	Brief Description of the Goods	Place to be service provided	Transportation and any other services	Delivery Date	
				Latest Delivery Date	Bidder's offered delivery date (to be provided by the bidder)
01	Laminated Picture 15"x12"	At the Convocation hall, Rajarat University of Sri Lanka, Mihintale	Goods shall be delivered to the nearest branch to easy collections according to the requirement of the Graduates	30 days from the date of event held	
02	Laminated Picture 15"x10"				
03	Laminated Picture 12"x10"				
04	Laminated Picture 10"x8"				
05	Laminated Picture 10R				
06	Compact DVD				

.....  
Signature of the Bidder

.....  
Name of the Bidder with stamp

.....  
Date

Section V  
Quotation Submission Form

Date:

To: Vice-Chancellor, Rajarata University of Sri Lanka, Mihintale.

We, the under signed, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply Installation in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following Goods/Services  
Providing Photographing Service to the 24<sup>th</sup> General Convocation of the Rajarata University of Sri Lanka.

The total price of our quotation including any discounts offered is:

Item No.	Item	Bid Amount per item
01	Laminated Picture 15"x12"	
02	Laminated Picture 15"x10"	
03	Laminated Picture 12"x10"	
04	Laminated Picture 10"x8"	
05	Laminated Picture 10R	
06	Compact DVD	
Grand total		

In words:.....  
.....  
In figures: .....

- (c) Our bid shall be valid for the period of time specified in the ITV section 8 from the date fixed for the bid submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding up on us and may be accepted at any time before the expiration of that period;
- (d) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (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.

Signature: ..... Contact No: .....  
Name of the person signing the bid: .....  
ID Number: .....  
Designation: .....  
Name of the Organization:.....(Fix the seal)

**PRICE SCHEDULE**

1	2	3	4	5	6	7	8	9	10
Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)									
Line Item No.	Description of Goods	Qty and unit (Nos.)	Unit price (inclusive of duties, sales and other taxes) Excluding VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
01	Laminated Picture 15"x12"	01							
02	Laminated Picture 15"x10"	01							
03	Laminated Picture 12"x10"	01							
04	Laminated Picture 10"x8"	01							
05	Laminated Picture 10R	01							
06	Compact DVD	01							
<b>Total</b>									

VAT No. ....(Certificate should be attached)

.....

Signature of the Bidder

.....

Name of the Bidder with stamp

.....

Date

Annexure I

Specification compliance to the Photo Paper

S/N	Specification	Requirement	Bidder's response (Yes/No)	If "No" Bidder's offer
1	Brand Name	Specify		
2	Paper gauge	240gsm or better		
3	Country of Manufacturing	Specify		
4	Lamination	Should be done by the service provider		
5	Opacity	40% or better		
6	Brightness	99% or better		

Following additional service and details should be provided by the contractor

1. At least 10' x 06' (WxH) display board should be installed in the ground floor of the Convocation hall for live telecast to the parents.
2. The Contractor should establish several temporary studios at the premises.
3. The Contractor should support to live web casting.
4. List of Equipment to be used (Camera Model & Type , Lenses model and type etc...)
5. Details of staff to be engage with the event with professional qualification.
6. Activity Plan (From beginning to completion of delivery with time schedules)

Signature.....

Company Seal.....

Date.....

Terms and conditions to the contract

1. Contractor should be paid LKR 50,000.00 to the University to cover the Utilities.
2. The staff team of the contractor should be well dressed with identifications.
3. Contractors are **not allowed** to offer as package and priority should be given to select the type of photograph and quantity as required by the graduate
4. The contractor should cover the all activities in the event by photographing, recording and screening. (Use of drone camera is also allowed)
5. Contractor should handover full coverage of album and DVD to the University within the completion period.

## Format for Bid Security

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

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- [insert issuing agency's name, and address of issuing branch or office] -----

**\*Beneficiary:** Vice Chancellor, Rajarata University of Sri Lanka, Mihintale

**Date:**-----[insert (by issuing agency) date]

**BID GUARANTEE No.:**-----[insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the supply of [insert name of Supplier] under Invitation for Bids No-----[insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of----- [insert amount in figures] ----- [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is 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, otherwise it will remain in force up to --  
---- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

[signature(s) of authorized representative(s) ]