



Akmeemana Prdeshiya Sabhawa

Bidding Document for Desktop Computer

Procurement No:

Issued to:

.....

Secretary

Date :

Bid No :

Non – Refundable Fee: / =

Receipt No. & Date:

Instruction to Bidders (ITB)

Bid No:

01. Scope of Procurement

Sealed bids are invited by The Chairman of procurement committee Akmeemana Pradeshiya sabhawa ,Pinnaduwa , walahanduwa supply Desktop/Laptop computers .

02. Qualifications and experience

- (i)The suppliers should have at least Two years' experience supplying on specified Brand and installation
- (ii) The bidder should have a valid business registration to sale Laptop and desktop computers systems
- (iii)Permanent Sale and Service Branch established in Galle district with registered business address.

03. Validity Period of the Bid

Quotation shall remain valid for a period not less than **14**days after the deadline specified for submission of bid. The Procurement Committee Akmeemana Pradesiya Sabhawa will award the contract to the bidder whose bid has been determined to be substantially responsive lowest evaluated bidder.

04. The Factors taken into Account in Pricing the Bid

- (i) Unit prices offered shall include all, sale and other taxes already paid or payable. However VAT shall be indicated separately. The prices shall also be included other associated costs whatsoever if any.
- (ii) The price quoted shall be fixed for the duration of contract and shall not be subjected to adjustment on any account.
- (iii) The prices shall be quoted in Sri Lanka Rupees (LKR) Only.
- (iv) The Price of bid should be included in the sheet of price scheduled only the annexure 01

05. Delivery of Goods/ complete installation

The accepted bidder should have to adequate supply all Items by the bidder. The delivery cost should bear by himself.

06. Service and Warranty

Bidder should submit a Three year comprehensive on-site warranty for labour and parts. Maximum service level of 3 business days for hardware problems and maximum response time should be 1 business day.The accepted bidder should sign a Service agreement to provide services in the warranty period.

07. Ineligible Bidders

Bidders should be considered as ineligible under the following situations.

- (i). The bidders who have not provided goods according to the agreement signed with the Akmeemana pardeshiya sabhawa in the past five years
- (ii). Did not response during the warranty period.
- (iii). Failure service, after the warranty period.

08. Other Conditions

- (i). The accepted bidder should make an agreement with the secretary Akmeemana Pradeshiya sabhawa complete the supply desktop/laptop computers accompanied with 10% performance bond of the total estimated value of the .
- (ii). Alternative bid documents and options are not accepted.
- (iii). The bidder whose bid is accepted will be notified of the award of contract prior to the expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the purchasing order.
- (iv). Notwithstanding the above the procurement committee of Akmeemana Pradeshiya sabhawa reserves the right accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

9.Submission and Opening of Bids

- (i). You are requested to submit your quotation address to **The Chairman, Procurement Committee, Akmeemana Pradeshiya Sabhawa , Pinnaduwa , Walahanduwa** under a sealed cover on or before **p.m. on** . Late quotations and quotations sent by email will not be accepted. Envelope containing the quotation should be written "**Bid No: Supply Laptop Computers** " on top left hand corner of the envelop. The bids shall be enclosed the **original** and the **copy** in separately sealed envelope duly marked envelopes as original and copy shall then be enclosed in one single envelop.
- (ii). Quotation should be sent by registered post or be deposited in the tender box kept at the Walivitiya Divitura Pradeshiya Sabhawa.
- (iii). Quotation will be opened on **after closing the bid time** in the presence of bidders and /or authorized representatives , who wish to be present at the opening.

11. Evaluation Criteria

- Completeness of bid
- Bid validity period
- Compliance to the specifications
- Compliance to the qualification and experience.
- Concern on the following,
 - The bidder who has not provides goods according to the agreement in the last five years.
 - Did not response during the warranty period.
 - Failure service after warranty period.
- Warranty and service.
- Delivery Period.
- Corrected Price.

12. The bidders are advised to furnish the following documents by using attached specimen forms and given instructions in this letter

- I. Price Schedule (Specimen form attached– (**Annexure 1**)
- II. Compliance Sheets (Specimen form attached– (**Annexure 2**)
- III. Compliance Sheets (Specimen form attached– (**Annexure 2.1**)
- IV. Copy of the agreement- (**Annexure 3**)
- V. Client List.

Secretary
Akmeemana Pradeshiya Sabhawa
2024.

Supply Laptop/ Desktop computers Price Schedule

Name of Bidders:

Address:

1	2	3	4	5	6	7
Item	Description	Unit Price (in Rupees)	Quantity	Total Price (without VAT) (cols. 4x5) Rs.	VAT Rs.	Total Price (with VAT) Rs.
02	Desktop Computers with UPS		07			

Total Price (in Words):

.....
.....

Name :

In capacity of :

Signed :

Duly Authorized to sign the Bid on behalf of:

Date :

Annex 2 - Specification for Desktop Computers with UPS				
Description	Bidder Number	2	Bidder's Offer	
	Minimum Requirement	Priority	Yes (Y) No (N)	Remark
1.Make	Specify			
2.Model	Specify			
3.Country of Origin	Specify			
4.Country of Manufacture	Specify			
5.Processor	Intel® Core i3, 3.5 GHz 13 th generation with turbo booster technology Soldering ports not allowed	√		
6.Operating System	Genuine or Factory Loaded Windows 11 OS	√		
7.Chipset	Intel® chipset	√		
8. System Memory	8GB Dual Channel DDR 4 DIMMS or Higher Soldering ports not allowed	√		
9.VGA	Built in Intel® UHD Graphics 730 with 4K support	√		
10.Monitor	19" HD LED Anti-glare 1366 x 768 at 60 Hz native resolution HDMI Support	√		
11.Hard drive and NVMe	500GB NVMe PCIe card /SSD Hard disk	√		
12.Connectivity	PCI/PCIe Wireless LAN	√		
13. Interface	USB 3.0 x 4 (Front and rear), VGA ,HDMI Port ,Two Front and 3 back audio ports , Gigabit Ethernet Port ,	√		
14.Keyboard	Genetic 103 keys USB keyboard			
15.Mouse	USB Optical mouse with Left , right and scroll buttons			
15.Manufacturer Authorization	By a letter / Certificate	√		
14. Warranty	3 years comprehensive on site manufacturer authorized warranty (Labor & parts).	√		
	Replacement machine to be provided during repairs.	√		
	Maximum service level of 3 business days for hardware problems.	√		
	Maximum response time of 1 business day.	√		
15.Sample Picture	Attached			

Specification for UPS

Description	Bidder Number	Priority	Bidder's Offer	
	Minimum Requirement		Yes (Y) No (N)	Remark
1.Make	Specify			
2.Model	Specify			
3.Country of Origin	Specify			
4.Country of Manufacture	Specify			
5.Rating and voltage	650VA 300W , 160-300V /50-60Hz Input Voltage 230±10% V Output	<input type="checkbox"/> √		
6. Transfer Time	<6 ms	<input type="checkbox"/> √		
7.AVR Mode	230 VAC Nominal sin wave weveform	<input type="checkbox"/>		
8. Battery	Sealed Led Acid Maintenance free ,maximum 5 hours Rechargeable time , 7-15 minutes backup time	<input type="checkbox"/> √		
9.General protection	Under valtage , Over voltage ,spikes, Surge Protection , Short Circuit	<input type="checkbox"/> √		
10.Test Standard	IEEE587 CAT A&B	<input type="checkbox"/>		
11.Output Sockets	2 X Universal Sockets	√ <input type="checkbox"/>		
12.Panel Display	Mains ON , Mains Fall , Full Charge	√		
14. Warranty	1 year comprehensive on site manufacturer authorized warranty	√		
	Maximum response time of 1 business day.	√		
18.Sample Picture	Attached			

Agreement

This agreement made the.....,(date) between Secretary, Akmeemana Pradeshiya Sabhawa (hereinafter “the purchaser”) of the one part and.....(name and address). (hereinafter “the Supplier”) of the other part.

WHEREAS the purchaser invited bids for Supply Desktop computers with UPS / Laptop computers and has accepted a bid by the Contractor for the execution and completion of such works and the remedying of any defects therein.

NOW THIS AGGREMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to from and be read and construed as part of this Agreement.
2. The following documents shall be deemed to form and be read and construed as part of the Agreement, viz:
 - (a) The purchaser’s Notification to the Supplier of Award of Contract,
 - (b) The Bid Submission sheet and the Price Schedules submitted by the Supplier
 - (c) The Special Condition of Contract ;
 - (d) The General Conditions of Contract;
 - (e) The Specification
 - (f) The schedule of supply

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the supplier hereby covenants with the Purchaser to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods & Related Services and the remedying of defects therein, the Contract Price of such other sum as may become payable under the provision of the Contract at the times and in the manner prescribed by the Contract.
5. The job should be completed within thirty due days of signed the agreement , unless the Performance bond transfer in to money.
6. WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above,

For the Purchaser :

Signature :
Name :
Designation : Secretary
Address : Akmeemana Pradeshiya sabhawa ,Pinnaduwa , walahanduwa.

For the Supplier :

Signature :
Name :
Designation :
Address :

In the presence of

Witness

Name :
Signature :
Address :
Date :

In the presence of

Witness

Name :
Signature :
Address :
Date :