

IFB NO. EUSL/OTS/AHEAD/R2/NCB/22/17



**EASTERN UNIVERSITY, SRI LANKA**

**ACCELERATING HIGHER EDUCATION EXPANSION AND DEVELOPMENT  
OPERATION (AHEAD)**

**PROCUREMENT OF GOODS**

**(NATIONAL COMPETITIVE BIDDING)**

***Supply and Delivery of Furniture items***

**THE DEADLINE FOR BID SUBMISSION: 01/08/2022 AT 14.00 HOURS (02.00PM)**

**BIDDING DOCUMENT**

## Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]*

ITB Clause Reference	<b>A. General</b>																					
<b>ITB 1.1</b>	The Purchaser is <sup>1</sup> : Eastern University, Sri Lanka (EUSL)																					
<b>ITB 1.1</b>	<p>The name and identification number of the Contract are<sup>2</sup>:</p> <p><b>Supply and Delivery of Furniture items</b></p> <p>PROCUREMENT No.: <b>EUSL/OTS/AHEAD/R2/NCB/22/17</b></p> <p>The number, identification and names of the lots comprising this procurement are<sup>3</sup>:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No</th> <th style="text-align: center;">Type of Items</th> <th style="text-align: center;">Quantity</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><b>Computer table (Twin table)</b></td> <td style="text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">2</td> <td><b>Computer table (Single table)</b></td> <td style="text-align: center;">27</td> </tr> <tr> <td style="text-align: center;">3</td> <td><b>Computer chair</b></td> <td style="text-align: center;">75</td> </tr> <tr> <td style="text-align: center;">4</td> <td><b>Clerical chairs</b></td> <td style="text-align: center;">02</td> </tr> <tr> <td style="text-align: center;">5</td> <td><b>Office table</b></td> <td style="text-align: center;">05</td> </tr> <tr> <td style="text-align: center;">6</td> <td><b>Visitors chairs</b></td> <td style="text-align: center;">15</td> </tr> </tbody> </table>	Lot No	Type of Items	Quantity	1	<b>Computer table (Twin table)</b>	25	2	<b>Computer table (Single table)</b>	27	3	<b>Computer chair</b>	75	4	<b>Clerical chairs</b>	02	5	<b>Office table</b>	05	6	<b>Visitors chairs</b>	15
Lot No	Type of Items	Quantity																				
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5	<b>Office table</b>	05																				
6	<b>Visitors chairs</b>	15																				
<b>ITB 2.1</b>	<p>The source of funding is<sup>4</sup>: Credit/Grant #:6026-LK/8743-LK</p> <p>ACCELERATING HIGHER EDUCATION EXPANSION AND DEVELOPMENT OPERATION (AHEAD)</p>																					

<sup>2</sup> insert **complete** legal name of the Procuring Entity

<sup>2</sup> insert title of procurement and bid number reference of the Procuring Entity

<sup>2</sup> Applicable only if separate contracts are awarded to different lots; if so insert lot reference and title of the each lot

<sup>2</sup> insert the source of funding such as GOSL, World Bank, Asian Development Bank etc

<b>ITB 4.4<sup>5</sup></b>	Foreign bidders are not allowed to participate in bidding.
	<b>B. Contents of Bidding Documents</b>
<b>ITB 7.1</b>	<p>For <b><u>Clarification of bid purposes</u></b> only, the Purchaser's address is:</p> <p style="text-align: center;">Deputy Director Procurement,  OTS/AHEAD Project,  OTS Office,  Eastern University, Sri Lanka,  Vantharumoolai,  Chenkalady.  Tel: 065-2059393  E-mail: <a href="mailto:ddp_ots@esn.ac.lk">ddp_ots@esn.ac.lk</a>  <a href="mailto:ots@esn.ac.lk">ots@esn.ac.lk</a></p>
	<b>C. Preparation of Bids</b>
<b>ITB 11.1 (e)<sup>6</sup></b>	<p>The Bidder shall submit the following additional documents:</p> <p>Document for prove the Qualification requested in IFB.</p> <ol style="list-style-type: none"> <li>1. Certified copy of Business Registration</li> <li>2. Copy of the Manufacturer Authorization Letter issued by the Manufacturer.</li> <li>3. Evidence to prove last Five years' experience in suppling of similar items.</li> <li>4. Copies of Audited Financial Statements for last Three (03) years. (2022/2021, 2021/2020, 2020/2019)</li> <li>5. Average turnover for last three years should be equal or more than Rs. 100 Million.</li> </ol>

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<sup>6</sup> Insert only for foreign funded projects or only when foreign bidders are allowed to participate under GOSL funded projects.

<sup>6</sup> If no additional documents are required may delete this row

<b>ITB 14.3<sup>7</sup></b>	The bidders may quote to SUPPLY AND DELIVERY OF FURNITURE ITEMS			
	Lot No	Type of Items	Quantity	
	1	<b>Computer table (Twin table)</b>	25	
	2	<b>Computer table (Single table)</b>	27	
	3	<b>Computer chair</b>	75	
	4	<b>Clerical chairs</b>	02	
	5	<b>Office table</b>	05	
	6	<b>Visitors chairs</b>	15	
<b>ITB 15.1<sup>8</sup></b>	The Bidder shall quote: Allowed to apply USD price for imported items and Sri Lanka LKR for local Components. Evidence should be provided for imported items based on our request.			
<b>ITB 18.1 (b)</b>	<p>After sales service is: Required, Bidders are required to provide;</p> <p>(i) “after sales service” at least for a period of 05 years, after the warranty period.</p> <p>(ii) Cost/Amount (LKR) for Service/Maintenance charges of this item for 5 Years after the warranty period.</p> <p>This Amount will be considered in evaluation.</p>			
<b>ITB 19.1<sup>9</sup></b>	The bid shall be valid up to 17-10-2022			
<b>ITB 20.1</b>	<p>Bid shall include a Bid Security issued by a commercial bank registered in Sri Lanka.</p> <p>Form of bid security is given in Section IV.</p>			
<b>ITB 20.2<sup>10</sup></b>	The amount of the Bid Security shall be:			
	Lot No	Type of Items	Bid Security	Valid up to
	1	SUPPLY AND DELIVERY OF FURNITURE ITEMS	1% of the quoted price of the bidders	<b>17-10-2022</b>

<sup>7</sup> Insert only if bidders are allowed to quote less than 100% of items in a lot or less than 100% of the quantity for each item.

<sup>7</sup> Delete if *the bidders are not allowed to quote in currencies other than Sri Lankan Rupees*

<sup>7</sup> Insert only if required; if so insert *duration*

<sup>7</sup> *insert day, month, and year, i.e. 16 September, 2006*

	<b>D. Submission and Opening of Bids</b>
<b>ITB 22.2 (c)</b>	The inner and outer envelopes shall bear the following identification marks <sup>11</sup> : <b>“SUPPLY AND DELIVERY OF FURNITURE ITEMS”</b>
<b>ITB 23.1</b>	For bid submission purposes, the Purchaser’s address is:  Deputy Director/Procurement, OTS/AHEAD Project, Office of the Registrar, Senate Building, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady Tp. No.: 0652059393  The deadline for the submission of bids is: Date: <b>01/08/2022</b> Time: <b>14.00 hours (02.00 p.m.)</b>
<b>ITB 26.1</b>	The bid opening shall take place at:  OTS Room Eastern University, Sri Lanka, Vantharumoolai, Chenkalady.  Date: <b>01/08/2022</b>  Time: <i>Immediately after the bid closing time of 14.00 hour (02.00 p.m.)</i> of same date
	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 34.1</b>	Domestic preference <i>shall not</i> be a bid evaluation factor.
<b>ITB 35.3(d)</b>	The final price of the Price Schedule will be considered as the Bid Price (Subject to any adjustment if required)
<b>ITB 35.4<sup>12</sup></b>	The following factors and methodology will be used for evaluation:  a. Fully compliance with technical specification & all other bidding conditions.  b. Fully compliance to the mandatory item in the specification

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11 Delete if BDS ITB 20.1 (b) is selected

12 insert the name and/or number that must appear on the bid envelope to identify this specific bidding process

	<ul style="list-style-type: none"> <li>c. Certificate of Business Registration</li> <li>d. Authorization letter from the manufacturer</li> <li>e. Spares should be available at least for 5 years.</li> <li>f. Should supply with operating manual and service manual and ISO Certificate.</li> <li>g. After sales services should be handled by local agents.</li> <li>h. Country of Origin should be stated</li> <li>i. Quoted brand should be more than 5 years in the International Market. Bidder must be attached Evidence Document.</li> <li>j. Factors related to characteristics performance and terms and conditions of purchase of the good and relative services will be considered.</li> </ul>
<b>ITB 35.5</b>	<p>Purchaser shall</p> <ul style="list-style-type: none"> <li>a. Evaluate total items specified in ITB 14.3 as a item wise.</li> <li>b. Consider the substantial, responsive, lowest-evaluated bidder.</li> </ul>
<b>ITB 43.1</b>	<p>Performance Bond should be submitted within Two week of Purchase order date for validity period of 120 Days (Beneficiary: The Vice Chancellor, Eastern University, Sri Lanka, Bond value: 10% of the total Purchase order Value, from Any bank registered under Central Bank of Sri Lanka</p>

# Section IV. Bidding Forms

## Table of Forms

Bid Submission Form .....	
Price Schedule:.....	
Bid Security (Guarantee) .....	
Bid-Securing Declaration .....	
Manufacturer's Authorization .....	

# Bid 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 be accepted.]

Date: .....

To: The Vice Chancellor  
Eastern University Sri Lanka.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to Supply, Installation, Commissioning and Maintenance in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods:

Lot No	Type of Items	Quantity
1	Computer Table (Twin Table)	25
2	Computer Table (Single Table)	27
3	Computer Chair	75
4	Clerical Chairs	02
5	Office Table	05
6	Visitors Chairs	15

(Insert a brief description of the Goods)

The total price of our quotation including any discounts offered is .....  
.....[insert the total quoted price in words and figure]

- (c) 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;
- (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 you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: .....

Name: .....

Dated: ..... Official Seal:

.....



## Price Schedule

*[The Bidder shall fill in these Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

*PRICE SCHEDULE*

1	2	3	4		5	6	7		8	9	
Line Item No.	Description of Goods or related services	Qty	Unit price		Price per line item in LKR	Total Price Excluding VAT (Col 5+6) LKR	Total price in		VAT	Total Price Including VAT In LKR	
			In LKR	In \$ *			In LKR	In \$ *		In LKR	In \$ *
			01	Computer Table (Twin Table)	25						
02	Computer Table (Single Table)	27									
03	Computer Chair	75									
04	Clerical Chairs	02									
05	Office Table	05									
06	Visitors' Chairs	15									
<b>Total</b>											

Note

\* Allowed to apply USD price for imported items and Sri Lanka LKR for local Components. Evidence should be provided for imported items based on our request

## **Bid Guarantee**

*[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:** ----- *[ name and address of Purchaser]*

**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)]*

## Bid-Securing Declaration

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

*[The **Bidder** shall fill in this form in accordance with the instructions indicated in brackets]*

Date: -----*[insert date by bidder]*

\*Name of contract -- *[insert name]*

\*Contract Identification N<sup>o</sup>: -----*[insert number]*

\*Invitation for Bid No.: ----- *insert number]*

\*To: Vice Chancellor, EUSL

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
  - (a) withdraw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are 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; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

## **Manufacturer's Authorization**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so, indicated in the BDS.]*

Date: *[insert date (as day, month and year) of Bid Submission]*  
No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

### **WHEREAS**

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

# **Section V. Schedule of Requirements**

## **Contents**

1. List of Goods and Delivery Schedule .....
2. List of Related Services and Completion Schedule .....
3. Technical Specifications .....
4. Drawings .....
5. Inspections and Tests .....

## 1. List of Goods and Delivery Schedule

*[The Purchaser shall fill in this table, with the exception of the column “Bidder’s offered Delivery date” to be filled by the Bidder]*

Line Item N°	Description of Goods	Quantity	unit	Final (Project Site) Destination as specified in BDS	Delivery Date <sup>1</sup>		
					Earliest Delivery Date	Latest Delivery Date	Bidder’s offered Delivery date
01	Computer Table (Twin Table)	25	Nos	25 Desktop computer (i7) to Trincomalee campus EUSL	<i>On or before 30 days from the date of purchase order</i>	On or before 60 days from the date of purchase order	
02	Computer Table (Single Table)	27	Nos				
03	Computer Chairs	75	Nos	40 Desktop computer (i5) to SVIAS EUSL			
04	Clerical Chairs	02	Nos				
05	Office Table	05	Nos				
06	Visitors Chairs	15	Nos	80 Desktop computer (i5) to Faculty of Arts and culture EUSL  01 Laptop computer to Trincomalee campus EUSL			

<sup>1</sup> applicable only if delivery is considered for evaluation. If not only one column “Delivery Date” duly filled by the Purchaser is required

## 2. List of Related Services and Completion Schedule

*[ This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]*

Service	Description of Service	Quantity <sup>1</sup>	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>

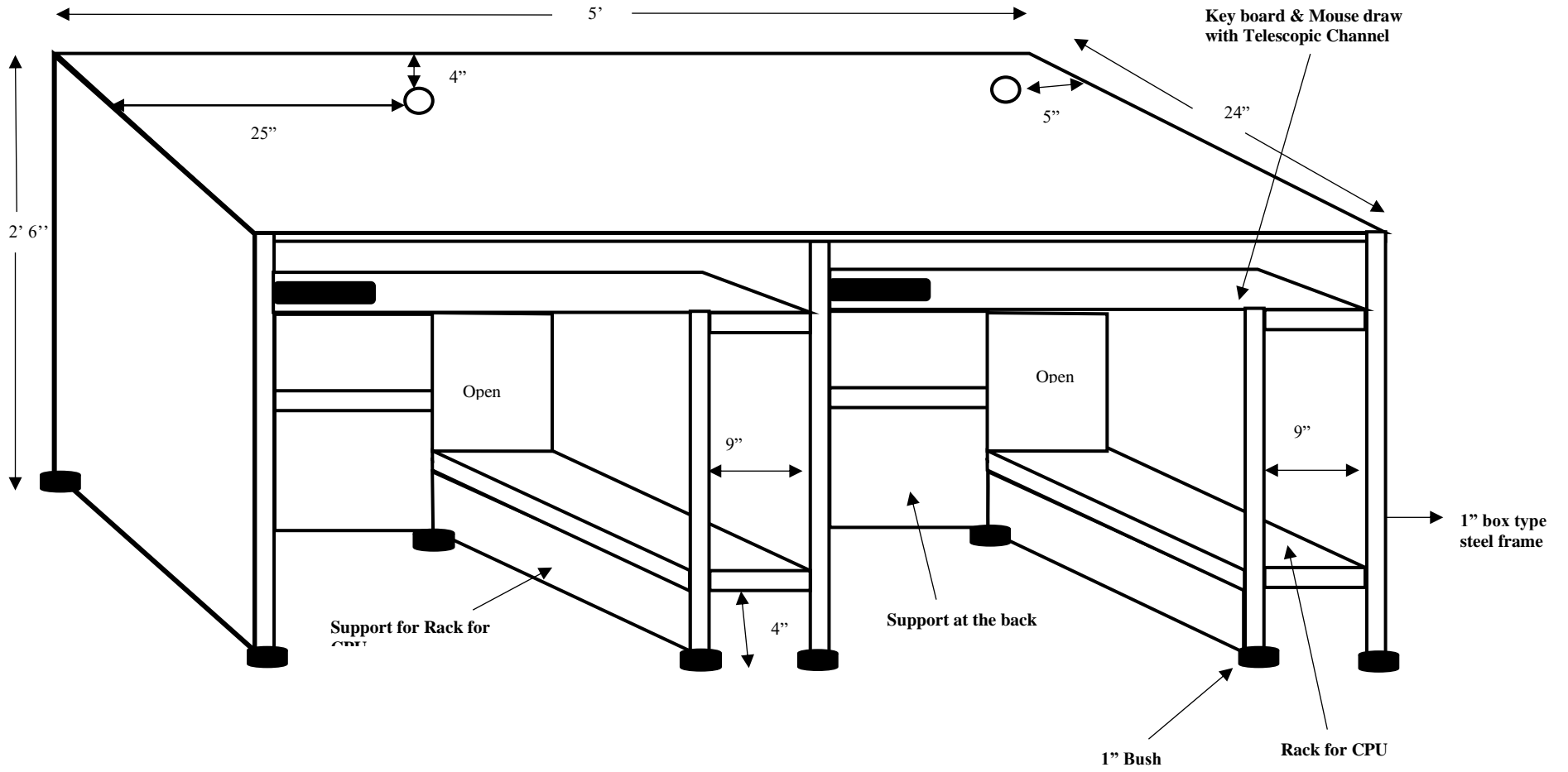
1. If applicable



### 03. TECHNICAL SPECIFICATIONS

*[The Technical specifications may be provided in the following format. The bidder shall fill the columns 6 and 7. Bidder's failure to provide the information requested in the columns 6 and 7 may be a reason for the rejection of the bid. If any discrepancy is observed between the information provided by the bidder in the columns 6 and 7 and the other technical information attached to the bid, the information provided herein shall take precedence.]*

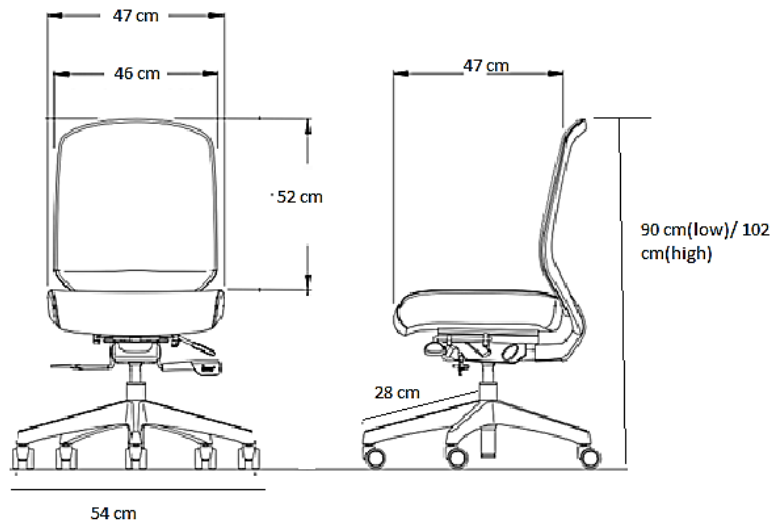
Item No	Name and Quantity	Minimum Specifications		Bidders response (Yes/No)	If No comments on other offer
01	<b>Computer Table (Twin Table) - 25</b>	<b>Table Size</b>	5' L x 24 " W x 2' 6'' H		
		<b>Material</b>	Teak wood + PVC Cover + Steel Frame		
		<b>Color</b>	Wood grain color		
		<b>Features</b>	Key board & Mouse draw with Telescopic Channel, a place for CPU.		
		<b>Warranty</b>	Please specify		
		<b>All finishing measurements should be in as drawing</b>	Attached. (Bidder should sign on the specific drawing for further the confirmation)		
		<b>Carefully refer the photograph of table for get correct idea</b>			
		<b>Bidder should provide the sample of items for further evaluation if requested.</b>			



Item No	Name and Quantity	Minimum Specifications		Bidders response (Yes/No)	If No comments on other offer
02	Computer Table (Single) - 27	Make	Please specify		
		Model	Please specify		
		Country of origin	Please specify		
		Material	MDF		
		Height	74 cm (+/- 2cm)		
		Depth	45 cm (+/- 2cm)		
		Length	90 cm (+/- 2cm)		
		Warranty	Please specify		
		All finishing measurements should be in as drawing	Attached. (Bidder should sign on the specific drawing for further the confirmation)		
<b>Bidder should provide the sample of items for further evaluation if requested.</b>					



Item No	Name and Quantity	Minimum Specifications		Bidders response (Yes/No)	If No comments on other offer
03	<b>Computer Chair - 75</b>	<b>Seat and Backrest</b>	Seat width: 47 cm Backrest width: 46 cm Seat depth: 47 cm Backrest height: 52 cm		
			Ergonomically moulded upholstery, foam thickness: should not be less than 6cm		
		<b>Seat and Backrest covered material</b>	fabric		
		<b>Base:</b>	250 mm chrome base		
		<b>Gas lift:</b>	100 mm chrome		
		<b>Cushion Thickness:</b>	62.5 mm thick (2.5 inches)		
		<b>Armrest:</b>	With armrest		
		<b>Feeling:</b>	comfortable and relax		
		<b>Color:</b>	Black or blue		
		<b>Description</b>	low back/Cushion, Armrest, Height Adjusted, revolving chair		
		<b>Warranty:</b>	Please specify		
		<b>All finishing measurements should be in as drawing</b>	Attached. (Bidder should sign on the specific drawing for further the confirmation)		
<b>Bidder should provide the sample of items for further evaluation if requested.</b>					



Item No	Name & Quantity	Minimum Specifications		Bidder's Response (Yes/No)	Specify remarks if necessary
04	Clerical Chairs (Junior Executive Chairs) 02 Nos.	Make	Please Specify		
		Model	Please Specify		
		Country of Origin	Please Specify		
		Assembled In	Please Specify		
		Back Height	24" - 26"		
		Width	20" – 22"		
		Depth	standard		
		Material	Fabric two tone high quality cushioned		
		Color	Please Specify		
		Make Revolving adjustable with heavy duty five caster wheels and heavy plastic two arms			
		Warranty	specify		
		All finishing measurements should be in as drawing	attached		



Item No	Name & Quantity	Minimum Specifications		Bidder's Response (Yes/No)	Specify remarks if necessary
05	Office Tables  05 Nos.	Make	Please Specify		
		Model	Please Specify		
		Country of Origin	Please Specify		
		Material	MDF or Equal		
		Height	76.5cm		
		Width	59.5cm		
		Length	120cm		
		Warranty	Please specify		



Note: Bidders are requested to fill conformity column stating “yes” or “No” and please specify the requested information in the last column.

Item No	Name & Quantity	Minimum Specifications		Bidder's Response (Yes/No)	Specify remarks if necessary
06	Visitors' Chairs 15 Nos.	Make	Please Specify		
		Model	Please Specify		
		Country of Origin	Please Specify		
		Material	MDF or Equal		
		Height	76.5cm		
		Width	59.5cm		
		Length	120cm		
		Warranty	Please specify		



Note: Bidders are requested to fill conformity column stating “yes” or “No” and please specify the requested information in the last column.





## **5. Inspections and Tests**

The following inspections and tests shall be performed: *[insert list of inspections and tests if any]*

## Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

<b>CC 1.1(i)</b>	The Purchaser is: The Vice Chancellor, Eastern University, Sri Lanka
<b>CC 1.1 (m)</b>	The Project Site(s)/Final Destination(s) are mentioned in the table of <b>List of Goods and Delivery Schedule.</b>
<b>CC 8.1</b>	For <b>notices</b> , the Purchaser's address shall be:  Deputy Director/Procurement, OTS/AHEAD Project, Eastern University, Sri Lanka, Vantharumoolai, Chenkalady E-mail : ddp_ots@esn.ac.lk Tp. No : 0652059393
<b>CC 12.1</b>	Details of Shipping and other Documents to be furnished by the Supplier are required.
<b>CC 15.1</b>	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:  A: For Goods offered within Sri Lanka Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered installed and properly commissioning with the appraisal report of end users that all other contracted Services have been performed.
<b>CC 17.1</b>	A Performance Security: should be submitted within Two week of PO date for validity period of 120 Days (Beneficiary: The Vice Chancellor, Eastern University, Sri Lanka, Bond value: 10% of the total PO Value, from Any bank registered in Sri Lanka.
<b>CC 25.1</b>	The inspections and tests shall be <sup>14</sup> : required on all component & Services includes use acceptance test at the premises of the EUSL.
<b>CC 25.2</b>	The Inspections and tests shall be conducted by a team appointed by the EUSL
<b>CC 26.1</b>	The liquidated damage shall be 1 % per week from the Contract Price
<b>CC 26.1</b>	The maximum amount of liquidated damages shall be 10 %

## Check List

No	Required Specification	Bidder's Offer			
		Conformity		Page No	Remark
		Yes	No		
1	Company Profile				
2	Business Registration				
3	VAT Registration				
4	List of Clients				
5	Past experience in the field				
6	Manufacturer Authorization				
7	Bid Security				
8	Forms of Bids				
9	Price Schedule				
10	Tender Fee				
11	Financial Statement				
Status					

**“Check list must be filled by the Bidder”**