**Date:…………………….**

**Procurement of Goods**

**Under**

**National Shopping Procedure**

**Invitation of Quotations**

**For**

**Procurement of**

**Digital Flatbed Scanner**

**to the Computer Unit/Deans Office**

**Quotation No: FVMAS/ ……………………..**

To:

The Manager

………………………………....................................................................................................................................................................................................................................................................................................

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From:

……………………………..

Assistant Registrar

Faculty of Veterinary Medicine & Animal Science

University of Peradeniya,

Peradeniya

|  |
| --- |
| **The documents consist of the Sections indicated below.*** **Section 1. Instructions to Bidders (ITB)**
* **Section II. Technical Specifications & Compliance with Specifications**
* **Section III Quotation submission Form price Schedule**
 |

1. **Instructions to Bidders**

Dear Sir/Madam

Sealed quotations are invited for the supply of the**…………………..**as specified in **annexure 01**. The duly completed quotations marked the above quotation number on the top left hand corner of the envelope should be sent under registered cover to reach **“THE CHAIRMAN, REGIONAL PROCUREMENT COMMITTEE, FACULTY OF VETERINARY MEDICINE & ANIMAL SCIENCE, UNIVERSITY OF PERADENIYA, PERADENIYA on or before ……………………..2017.**

The University may at its discretion increase or reduce the quantity of the said item/s to be actually purchased. Any special **DISCOUNT** granted to the University should also be indicated. Successful supplier/s should be prepared to extend **TWO MONTHS** credit facility. The decision of the tender board shall be final. Supplier/s should adhere to the following conditions.

***Please note that this is a common format of the University of Peradeniya. Please disregard the clauses which are non-relevant from the given conditions.***

1. The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the bidder.
2. If the quotation is not sealed and marked as required, the University will assume no responsibility for the misplacement or premature opening of the quotation.
3. Please indicate the Brand name, the country of origin and warranty periodof the quoted item/s.
4. All item/s should be supplied at once in the purchase order.
5. Free transport to the University by the supplier is required.
6. The supplier should authenticate any alterations in the rate/s.
7. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.
8. Faxed quotations will not be entertained.
9. Price in both figures and words should clearly be indicated in the quotation.
10. **Supplier should be prepared to supply the quoted item/s within two month after placing the order. If not action will be taken to offer the tender to the next eligible bidder.**
11. The VAT registrants should provide the relevant requested information. It is compulsory to provide the VAT registration number in the specimen form which has to be sent back along with the quotation.
12. If the supplier is not registered for VAT, a letter should be provided with the quotation, issued by the Commissioner of the Department of Inland Revenue certifying this position.
13. **If the supplier is the Sole Agent/Manufacturer for the specified item/s, please attach a letter to this effect.**
14. Please attach brochures where necessary.
15. The minimum validity period of the quotation shall be 90 days.
16. The FVMAS shall reject any quotation that arrives after the deadline for submission of quotations.

…………………………………………………….

Assistant Registrar

Faculty of Veterinary Medicine & Animal Science

**Section II : Technical Specification & Compliance**

|  |
| --- |
| 1. **Qty**
 |
| ***Requirement*** | ***Conform******(Yes / No)*** | ***Remarks*** |
| Make | please specify |  |  |
| Model | please specify |  |  |
| Country of Manufacture | please specify |  |  |
| Type | Flatbed scanner - Desktop |  |  |
| Max Supported Document Size | Legal (8.5 in x 14 in) |  |  |
| Supported Document Size Details | ADF - up to Legal (8.5 in x 14 in)Flatbed - up to Letter A Size (8.5 in x 11 in) |  |  |
| Supported Document Type | Transparencies, plain paper, slides, bulk objects (such as books), film |  |  |
| Feeder Capacity | Minimum of 50 sheets |  |  |
| Document Feeder Type | Manual, automatic |  |  |
| Optical Resolution | 2400 dpi x 2400 dpi |  |  |
| Automatic Duplexing | Yes |  |  |
| Scan Mode | Single/Duplex pass |  |  |
| Input Type | color |  |  |
| Scan Element Type | CCD |  |  |
| Grayscale Depth | 8-bit (256 gray levels) |  |  |
| Color Depth | 48-bit color |  |  |
| Max H-Optical Resolution | 2400 dpi |  |  |
| Max V-Optical Resolution | 2400 dpi |  |  |
| Lamp / Light Source Type | Specify |  |  |
| OS Required | Windows 7/10/Apple MacOS X 10.2 or later |  |  |
| Nominal Voltage | AC 220/230 V |  |  |
| Frequency Required | 50/60 Hz |  |  |
| Warranty | Specify |  |  |

**……………………**

**Head - Department of ……………………………......**

**Faculty of Veterinary Medicine & Animal Science**

**……………………………………….**

**Seal and the Signature of the Bidder**

**Section II : Technical Specification & Compliance**

|  |
| --- |
| 1. **Qty:**
 |
| ***Requirement*** | ***Conform******(Yes / No)*** | ***Remarks*** |
| Make | please specify |  |  |
| Model | please specify |  |  |
| Country of Manufacture | please specify |  |  |
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**……………………**

**Head - Department of ……………………………......**

**Faculty of Veterinary Medicine & Animal Science**

**……………………………………….**

**Seal and the Signature of the Bidder**

**A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.**

**Price Schedule**

 Quotation No **:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| Line Item No. | Description of Goods | Qty | Unit Price | Sub Total(3) x (4)  | Inland transportation and other services | Total Price for Item(5) + (6)  | VAT | Total Price With Vat(7 + 8) |
| 01 |  |  |  |  |  |  |  |  |
| 02. |  |  |  |  |  |  |  |  |
| 03 |  |  |  |  |  |  |  |  |
| 04. |  |  |  |  |  |  |  |  |
| 05 |  |  |  |  |  |  |  |  |
| 06 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Total (Rs.)** |  |

VAT Registration No :……………………………………. Signature : …………………………………….

Company T’phone No./Fax No.: ……………………………. Date and Company Seal : ……………………