

Invitation for Bids (IFB)
UNIVERSITY GRANTS COMMISSION
PRINTING & SUPPLY OF UNIVERSITY ADMISSIONS HANDBOOKS FOR THE
ACADEMIC YEAR 2023/2024

(Contract No. UGC/Admin/3/1/12)

01. The Chairman/Department Procurement Committee on behalf of the University Grants Commission, invites sealed bids from reputed Printing presses for Printing & Supply of University Admissions Handbooks for following quantities;

	<u>Medium</u>		<u>Quantity</u>
01.	Sinhala	-	50,000
02.	Tamil	-	11,500
03.	English	-	2,250

02. Bidding will be conducted through National Competitive Bidding Procedure.

03. Interested eligible bidders may obtain further information from Senior Assistant Secretary / General Administration over Tel. No. 011-2685183 and inspect the Bidding documents and samples free of charge at General Administration Division, University Grants Commission, No.20, Ward Place, Colombo 07 between 9.30 am to 3.00 pm on working days.

04. Qualifications required:

- i. Printing presses those who have offset printing facility with three (3) years of business registration can bid.
- ii. The paper and the Art Board which would be used should comply with the quality level and all other bidding condition required by University Grants Commission (A4 Paper -80GSM, Art Board-230 GSM)
- iii. Bidder should have a working capital capacity of 50% of the proposed contract value to carry out this work. (This should be confirmed by the Audited Financial Statements of last year (2022/2023) or by an acceptable letter obtained by a bank approved by Central Bank of Sri Lanka)
- iv. The bidder should submit the relevant documents which confirm that the Printing press pays the salaries, EPF, ETF and other payments as per the prevailing rules and regulations along with the submission of bids.

- v. Four (4) samples of similar quality printing work (which consist at least 100 pages of printed books) which has successfully completed in the last 2 years should be submitted.
 - vi. The bidder must ensure the availability of latest technology and physical environment of the Printing press which requires to execute the contract on time. (A description of the printers which is used by the bidder for printing should also be attached with the bid)
05. A complete set of Bidding Documents in English language may be purchased by interested bidders from the Senior Assistant Secretary/General Administration, University Grants Commission, on working days from **1st April 2024** to **18th April 2024** between **9.30 a.m.** and **3.00 p.m.** by submitting the official receipt received for the payment of a non-refundable fee of Rs.5,000/= (Rupees Five Thousand). The payment should be made in cash to the Shroff, University Grants Commission.
06. Bids must be delivered to the following address on or before **3.00 pm** on **18th April 2024**. Late bids will be rejected.
07. Bids received will be opened immediately after closing of bids on **18th April 2024** at the **New Board Room** of the University Grants Commission Secretariat, No. 20, Ward Place, Colombo - 07. Bidders or their authorized representatives are permitted to be present at the time of opening of bids.
08. All the bids should be accompanied with a refundable Bid Security of Rs.350,000/= (Rupees Three Hundred Fifty Thousand Only) obtained from an agency as stipulated by the supplement 36 to the procurement guideline reference 5.3.11 dated 28.10.2020 which is to be valid for a period of 90 days from the date of closing bids or should be paid in cash to the Shroff, University Grants Commission.
09. The Procurement Committee reserves the right to accept whole or part of any bid and it will not be bound in any way to accept the lowest bid.

Chairman
Department Procurement Committee
University Grants Commission
No. 20, Ward Place
Colombo 07.
29th March 2024