

## **Invitation for Bids (IFB)**

### **UNIVERSITY GRANTS COMMISSION PRINTING & SUPPLY OF UNIVERSITY ADMISSIONS HANDBOOKS FOR THE ACADEMIC YEAR 2021/2022**

**(Contract No. UGC/Admin/3))**

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;

	<b><u>Medium</u></b>		<b><u>Quantity</u></b>
01.	Sinhala	-	60,000
02.	Tamil	-	15,000
03.	English	-	5,000

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

03. Interested eligible bidders may obtain further information from Deputy 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 (2020/2021) or by a letter obtained by a bank approved by Central Bank of Sri Lanka on the banking facilities of them).
- 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 Deputy Secretary/General Administration, University Grants Commission, on working days from **31<sup>st</sup> May 2022** to **20<sup>th</sup> June 2022** 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 **20<sup>th</sup> June 2022**  
Late bids will be rejected.
07. Bids received will be opened immediately after closing of bids on **20<sup>th</sup> June 2022 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.500,000/= (Rupees Five Hundred 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.  
**31.05. 2022**