



**Procurement of Goods
under
National Shopping Procedure**

**Invitation of Quotations
For
Procurement of Drugs used in the treatment of
Endocrine System - 2
Hydrocortisone Sodium Succinate 100mg injection &
Methyl Prednisolone 500mg injection**

Annual Estimate - 2025

Tender No. Q160(25DR)/24

BID CLOSING DATE & TIME : 28.11.2024 at 10.00 a.m.

Please check the document with the serial number before taking over the tender document

**SRI JAYEWARDENEPURA GENERAL HOSPITAL
THALAPATPITIYA
NUGEGODA.**

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s) A,B,C • Section VI . Specimen form for Bank Guarantee • Section VII . Specimen form for Performance Guarantee
C: Preparation of Quotation	
Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ol style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. 5.3 The applicable VAT shall be indicated separately. 5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.

6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, “Technical Specifications & Compliance with Specifications”.</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 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 vendor.
10. Bid Security & Performance Security.	<p>10.1 Supplier should furnish a Bid Bond at an amount as per in Data Sheet for a period of 06 months from the date of closing the tender. Bank guarantee can be obtain from reputed bank accepted by Central Bank of Sri Lanka, Insurance agency as per specimen form or can be deposit by a cash to accountant SJGH and copy of receipt to attached with offer.</p> <p>10.2 If Failed to provide Bid Security offer will rejected.</p> <p>10.3 If the supplier failed to meet terms and condition of this tender ,bond will be encased.</p> <p>10.4 Successful supplier should furnish “on demand performance bond” amount as per in data sheet within 14 days of the purchase order date if required. Validity period of the performance bond should be 12 months Failure to meet the delivery the Hospital authority has right to forfeit the performance bond without prior notice. The order will be cancelled if the performance bond is not forwarded within the stipulated period. As per in Specimen form</p>

D: Submission and Opening of Quotation

11. Submission of Quotation	11.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.
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	11.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.
12. Deadline for Submission of Quotation	12.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
13. Late Quotation	13.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 12.1 above.
14. Opening of Quotations	14.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet. 14.2 A representative of the bidders may be present and mark its attendance.

E: Evaluation and Comparison of Quotation

15. Clarifications	15.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered. 15.2 The Purchaser's request for clarification and the response shall be in writing.
16. Responsiveness of Quotations	16.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 16.2 If a quotation is evaluated as not substantially responsive to the issued , it may be rejected by the Purchaser.
17. Evaluation of quotation	17.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive. 17.2 To evaluate a quotation, the Purchaser may consider the following: (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. 17.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods. .

<p>18. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</p>	<p>18.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
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F: Award of Contract

<p>19. Acceptance of the Quotation</p>	<p>19.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
<p>20. Notification of acceptance</p>	<p>20.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p>

Section II Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Sri Jayewardenepura General Hospital. Address: Thalpathpitiya, Nugegoda
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details. “ Bidder can quote one or more item from the list.”
7.3	Manufacture’s Authorization is/ is not required.
10.1	Amount of the Bid Security - Please refer Section IV: Technical Specification & Compliance
10.4	Supplier can provide one Bid Bond with total amount mentioning the quoted item and the value. Amount of Performance Security - If exceeded Rs.500,000.00 , 10% of Order Value
12.1	Address for submission of Quotations is : Chairman, Sri Jayewardenepura General Hospital, Thalpathpitiya, Nugegoda. Deadline for submission of quotations is : 28.11.2024 at 10.00 a.m.
14	The quotations shall be opened at the following address: Lecture Hall of Sri Jayewardenepura General Hospital
17	Other factors that will be considered for evaluation are (List and describe the methodology): Valid NMRA Certificate copy should be attached for each of the items you have quoted Samples should be provided for on request/ all items before closing of tender. If failed, offer will not be considered for evaluation purpose. All samples should be labeled with <i>Tender No, Item No. and Bidder’s Name</i> clearly and forward to the supplies office .

Section III:
Schedule of Requirements

REF. NO : Q160(25DR)/24

CLOSING DATE AND TIME : 28.11.2024 10.00AM

Item No.	Description of Goods	Quantity	Unit	Required installment	Final destination	Transportation and any other services	Delivery Date/ s	
							Delivery date/s or installment	Bidder's offered Delivery date [to be provided by the bidder]
1	Hydrocortisone Sodium Succinate 100mg inj.	10500	Nos	3	SJGH	Should be done by bidder	As per the installments schedule	
2	Methyl Prednisolone 500mg inj.	650	Nos	3	SJGH	Should be done by bidder	As per the installments schedule	

Name of Bidder:

Signature of Bidder

Name of Signatory :

Date

(Company Seal)

Section IV:
Technical Specification & Compliance

REF. NO : Q160(25DR)/24

CLOSING DATE AND TIME : 28.11.2024 10.00AM

Item & and Name	Component Description	Minimum Specifications	Bid Bond Amount Rs.	Bidder's Response (Yes/No)	If "No" comment/s on the offer
1	Hydrocortisone Sodium Succinate	100mg inj.	19,000.00		
2	Methyl Prednisolone	500mg inj.	11,000.00		

Name of Bidder:

Signature of Bidder

Name of Signatory :

Date

(Company Seal)

Section V
A. Quotation 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 accepted.]

Date:2024

To: Chairman, Sri Jayawardenepura General Hospital , Thalpathitiya, Nugegoda

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods
.....
.....
- (c) The total price of our quotation including any discounts offered is Rupees
.....
- (d) 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;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:

Capacity :

Name:

[insert complete name of person signing the Bid Submission Form]

Dated:.....

Company Seal

B. Bidders Information Sheet.

- 1. Bidder's Name :
- 2. Address :
.....
- 3. Telephone No. :
- 4. Fax No. :
- 5. Contact Person :
- 6. Vat Registration No. :
- 7. Bank Guarantee Detail. : Amount Rs. :
Bank :
Guarantee No/ Cash Receipt No. :

Bidder's Signature :

Mane of Signatory :

Date :

Company Seal

C. Price Schedule

REF. NO : Q160(25DR)/24

CLOSSING DATE AND TIME : 28.11.2024 10.00AM

1	2	3	4	5	6	7	8	9	10
Item No.	Description of goods	Quantity	Unit	Unit Price Rs.	Sub Total - Rs [(6) = (3) x (5)]	VAT for sub total Rs	Total Cost with VAT Rs. 8= 6 + 7	Country of Origin Insert	Remarks Brand / Make Model
1	Hydrocortisone Sodium Succinate 100mg inj.	10500	Nos						
2	Methyl Prednisolone 500mg inj.	650	Nos						
Total									

Name of Bidder:

Signature of Bidder

Name of Signatory :

Date

(Company Seal)

Manufacturer’s Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:2024

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 quotation 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 supply the goods.

We hereby extend our full guarantee and warranty, 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]

1. Contract Agreement

THIS CONTRACT AGREEMENT is made the day of, 2024

BETWEEN

- (1) Sri Jayewardenepura General Hospital establish under Sri Jayewardenepura General Hospital Board Act No. 54 of 1983 and having its principal place of business at Thalapathpitiya, Nugegoda (hereinafter called “the Purchaser”), and
- (2), a corporation incorporated under the laws of and having its principal place of business ater] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of Rupee (Rs.) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- 2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Instruction to venders
 - (c) Data sheet
 - (d) Schedule of Requirements
 - (e) Technical Specification & Compliance with Specification.
 - (f) Quotation Submission Form
 - (f) The Purchaser’s Notification of Award
 - (g) [Add here any other document(s)]
- 3. 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.
- 4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN 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 and on behalf of the Purchaser

Signed:

in the capacity of

the presence of (witness) :

For and on behalf of the Supplier

Signed:

in the capacity of

in the presence of (official witness) :

Bid Security Guarantee

[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: Chairman, Sri Jayewardenepura General Hospital**

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)]

Performance Security

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

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency’s Name, and Address of Issuing Branch or Office] -----

* Beneficiary:-----[Name and Address of Employer] -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

Installment Delivery Schedule

	1st Installment	2nd Installment	3rd Installment	4th Installment	5th Installment	6th Installment
If in 2 Installment	January	On request				
If in 3 Installments	January	On request	On request			
If in 4 Installments	January	On request	On request	On request		
If in 5 Installments	January	On request	On request	On request	On request	
If in 6 Installments	January	On request	On request	On request	On request	On request