



University College of Kuliyaipitiya
Invitation for Bids
Provisions of Janitorial Service 2023/2024

1. The Chairman, Department Procurement Committee on behalf of the University College of Kuliyaipitiya invites sealed bids from eligible and qualified bidders for provision of Janitorial Service.
2. Bidding will be conducted through Shopping Procedure.
3. To be eligible for submission of bids the bidder shall not have been blacklisted.
4. Qualification requirements to qualify for contract award includes ;
 - I. The bidder should have valid business registration for provision of janitorial Service.
 - II. The bidders should have experience in provision of janitorial Service for last three years to the Government Departments, Statutory Bodies or Large Scale Private Organizations.

| Name of the premises | Qualification and experience | Bid security Valid up to (Rs) | Non-refundable Tender fee (Rs) |
|---|---|-------------------------------|--------------------------------|
| The premises of University Collage - Kuliyaipitiya, Including the main building, two workshops, store, canteen & surrounding garden | The Determination will take into account the bidders involvement in similar assignments in the recent past. Requirement for minimum points are experience in satisfactory Janitorial Service with the total Value of Rs.2,000,000/- (without VAT) or more per year during the past five years in one contract | 35,000.00 | 5,000.00 |

5. Further information could be obtained from Assistant Registrar of University College of Kuliyaipitiya by T.P No.037-2059570 during weekdays from 9.00 a.m. to 3.00 p.m.
6. A complete set of Bidding documents would be purchased on the submission of a written request to the Assistant Registrar by hand delivery or by sending a request e-mail to the email address (universitycollegekuliyaipitiya@gmail.com) from 10/07/2023 until 24/07/2023 on normal working days between 09:00 a.m. to 03.00 p.m. upon submitting the receipt of payment of a non-refundable fee of Rs. 5,000/= in cash, made to the finance division of University College of Kuliyaipitiya or by paying the amount to University College of Kuliyaipitiya Bank account number- 028100130035492 of Peoples Bank (Kuliyaipitiya Branch) .
7. In case of purchasing the Bidding documents online, each bidder should send a scanned copy of the receipt of non-refundable payment mentioned above clause 6., along with their request e-mail to universitycollegekuliyaipitiya@gmail.com addressing the Assistant Registrar of the University College of Kuliyaipitiya and **it is mandatory to submit the original receipt of aforesaid non-refundable payment with the Bid.**
8. Sealed bids may be dispatched either by registered post to the address below, on or before 02.00 p.m. on 24/07/2023 or insert to the tender box kept at the office of the Assistant Registrar. Bids will be opened on the same day at 02.15 p.m. in the presence of bidders or representatives of the Bidder.
9. Bids will be closed at 02.00 p.m. on 24/07/2022 and Late bids will be returned unopened to the Bidders.
10. Bids shall be valid **91 days** from the date of Bid closing and all bids shall be accompanied by a Bid Security (obtained from an authorized commercial bank of Sri Lanka registered under the Central Bank of Sri Lanka) of Rupees 35,000/=.
The bid security shall be valid up to 28 days beyond the date of Bid validity.
11. Pre bid meeting will be held on 18th July 2023 at 01.30 p.m. through online (Zoom meeting) and Interested Bidders are advised to send a request to join the Pre Bid Meeting to email address to universitycollegekuliyaipitiya@gmail.com.
12. An Employee or a firm and/or an individual that has a close family relationship with an employee of the University College of Kuliyaipitiya shall not be eligible for award the contract.

A prospective firm or a company is eligible to handle a single procurement only.
(Conflict of interest)

Chairman
Department Procurement Committee
University College of Kuliyaipitiya,
Ashoka Mawatha, Pannala Road,
Kuliyaipitiya.