

INVITATION FOR BIDS (IFB)

**Trincomalee Campus
Eastern University, Sri Lanka
Konesapuri, Nilaveli**

**PROVIDING MANPOWER CUM JANITORIAL AND MAINTENANCE SERVICES –
YEAR 2020/2021**

The Chairman, Department Procurement Committee on behalf of the Trincomalee Campus, Eastern University, Sri Lanka invites sealed bids from eligible and qualified bidders for the following services in Trincomalee Campus, Konesapuri, Nilaveli.

To be eligible for contract award, the successful bidder **shall not have been blacklisted** and should meet the basic requirements mentioned below.

1. Must be registered in Sri Lanka under the Company's Acts or Business Name Registration Ordinance.
2. Should have minimum 5 years prior experience in similar works in government organizations.
3. Average of annual volume of similar contracts performed in the last 3 years should be at least **Rs. 6.0 Million**
4. Partial bids will not be accepted.

Interested Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.

A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the Senior Assistant Registrar, General Administration, Trincomalee Campus, Eastern University, Sri Lanka, Konesapuri, Nilaveli **from 12.08.2020 to 02.09.2020 from 9.00 a.m. to 3.00 p.m.** upon payment of non-refundable fee of Rs.5,000.00. This payment shall be made by cash to the Shroff of this Campus or shall be deposited to the Peoples bank A/C No. 066100172390446.

The bid validity shall be 90 days from the date of closing the bids and the bids shall be accompanied by a bid Security of the amount **Rs.350,000.00** from any approved commercial bank registered under Central Bank of Sri Lanka (Insurance bond will not be accepted). Bid security shall be valid up to 118 days from the date of closing the bids.

If registered for VAT, the documentary evidence should be provided with the bids. If the bidder is not registered for VAT, a letter obtained from the commissioner of Inland Revenue Department certifying that the bidder is not registered for VAT, should be attached with the bid documents.

Bid marked as mentioned in the bidding document, on the top left hand corner of the envelope should be sent by registered post to the address given below or deposited in the Bid Box kept at the Office of the Deputy Registrar, Trincomalee Campus, EUSL, to be received before **10.00 a.m. on**

03.09.2020. Late bids will not be accepted. Bids will be opened soon after closing time and the date of the bids in the presence of the bidders' representatives who choose to attend.

Bids to be delivered to:

The Rector
Trincomalee Campus, Eastern University, Sri Lanka
Konesapuri, Nilaveli, Trincomalee.

Received bids will be opened at:

Board Room, Office of the Rector
Trincomalee Campus, Eastern University, Sri Lanka
Konesapuri, Nilaveli, Trincomalee.

A Pre- Bid meeting and site visit will be held in the Rector's Office, Trincomalee Campus **on 24.08.2020 at 10.00 a.m.**

Interested bidders may obtain further information from the office of the Senior Assistant Registrar /General Administration of Trincomalee Campus, Eastern University, Sri Lanka, Konesapuri, Nilaveli, Trincomalee and inspect the bidding documents free of charge at the above address during any working days during office hours from 9.00 a.m. to 4.00 p.m. The Senior Assistant Registrar/ General Administration may be contacted on Telephone 026 - 2222300.

The Chairman
Department Procurement Committee,
Trincomalee Campus, Eastern University, Sri Lanka,
Konesapuri, Nilaveli
10.08.2020