



INVITAION FOR BIDS

SELECTION OF EVENT MANAGER FOR 60TH ANNIVASARY OF UNIVERSITY OF SRI JAYEWARDENAPURA

USJ/SUP/S/NCB/01/2019

1. The Chairman, Department Procurement Committee (DPC), on behalf of the University of Sri Jayewardenepura, invites bids to provide the above services from eligible and qualified bidders for **Selection of Event manager for 60th Anniversary of University of Sri Jayewardenepura** as described below.
 - The Event Management Service includes followings.
 - Organising all media publicity and printing for the events.
 - BMICH exhibition site planning on the 2nd and 3rd of April - Srimavo Bandaranaike halls and open air. (Two Halls)
 - Organising Invention and innovation awards night and and 'SandeshawaliKavinaluwa' (Traditional Musical Theatre and Poetic Drama).
 - Organizing health education and free medical camp- 'Nugasevana' premises and Kamatha area (3rd April).
2. A bidder will be selected, in accordance with the **Two Envelop Method** set out in the Guidelines published by National Procurement Agency.
3. Bidding will be conducted through National Competitive Bidding procedure.
4. Qualification requirements to be eligible for contract award include:

The bidder should have experience in at least 03 nos. of similar type event management services with value of service more than 3 million in last three years (Documents relating to qualifications, brochures, description of similar assignments, availability of competent staff and other resources shall be attached).
5. Interested bidders may obtain further information from Deputy Registrar, Academic Student Affairs and Publication Division, University of Sri Jayewardenepura,

Gangodawila, Nugegoda. Telephone 011-2758229, and inspect the bidding documents at the address given below from 8.30hrs to 14.30hrs.

6. A complete set of bidding documents in English language may be purchased by interested bidders upon submission of a written application to the **Senior Assistant Bursar, Supplies Division, University of Sri Jayewardenepura**, from **18.01.2019** until **31.01.2019** from 8.30hrs to 14.30hrs and payment of a non-refundable fee of **Rs. 1,000.00** to the Shroff of the University.
7. **Bidders must send their bids by registered post or deposited in the tender box available at Bursar's Office, to address below mentioned to reach the Chairman of the procurement committee on or before 10.00 a.m. on 01.02.2019.** Late bids will be rejected. The Technical Proposal of bids will be opened soon after the closing of bids. Bidders or their authorized representatives are requested to be present at the opening of bids.
8. **Participation for the Pre Bid Meeting is compulsory.**
9. Bids shall be valid up to **01.04.2019**
10. The pre-bid meeting will be held at **3.00 p.m. on 25.01.2019** at **Board Room of the Administrative Building, University of Sri Jayewardenepura.**
11. **University of Sri Jayewardenepura resume the right to accept or reject any bids without giving reason to do so.**

For Submission of Bids,

**The Chairman,
Department Procurement Committee,
University of Sri Jayewardenepura,
Gangodawila,
Nugegoda.**

Telephone: 011-2758216

Registrar

(On behalf of Chairman, DPC)

Date:

17.01.2019