

# INVITATION FOR BIDS



## Provision of Cleaning and Janitorial Services - Zone B

### University of Sri Jayewardenepura

#### Contract No. USJP/EIS/CL/ZB/2021/2022

1. The Chairman DPC on behalf of the University of Sri Jayewardenepura now invites sealed bids from eligible and qualified bidders for Provision of Cleaning and Janitorial Services at Zone B of University of Sri Jayewardenepura - 2021/2022.
2. The Intended Service Period is 365 Days.
3. Bidding will be conducted through National Competitive Bidding.
4. Bidders who adhere to labour laws established by the Government such as Wages Board Ordinance & Budgetary Relief Allowance of Workers Act No. 4 of 2016, Employees Provident Fund, Employees Trust Fund, Gratuity Act, Workman Compensation Ordinance and other legislations applicable for provision of Cleaning & Janitorial Services are eligible to bid.
5. Interested eligible bidders may obtain further information from Assistant Registrar, Establishments (Information & Services), University of Sri Jayewardenepura – Tel 011-2802856 and inspect the Bidding Documents at the address given below from **13<sup>th</sup> October 2021 to 02<sup>nd</sup> November 2021** from 09.00 a.m. to 02.30 p.m. at any working day.
6. A complete set of Bidding Documents may be purchased by interested bidders on the submission of a written application to the address below and up on payment of a non-refundable fee of Five Thousand Rupees (**Rs. 5,000.00**) on working days from **13<sup>th</sup> October 2021 to 02<sup>nd</sup> November 2021** between 09.00 a.m. and 02.30 p.m. The method of payment will be in cash to the University Shroff Counter.
7. A Pre-bid meeting will be held at **11.00 a.m. on 27<sup>th</sup> October 2021** at the Main Board Room of the Administrative Building, University of Sri Jayewardenepura.
8. Bids will be closed at **2.30 p.m. on 03<sup>rd</sup> November 2021** at Main Board Room of the Administration Building, University of Sri Jayewardenepura.

9. The Contract Number, Description and the opening date should be marked on the top left hand corner of the envelope. Sealed bids should be submitted to reach the Assistant Registrar Establishments (Information & Services), University of Sri Jayewardenepura, Gangodawila, Nugegoda by registered post or deposited in the “Tender Box” available at the aforesaid address on or before **2.30 p.m.** (tender closing time) on **03<sup>rd</sup> November 2021** (tender closing date). All late bids will be rejected and returned to the bidder unopened. Proofs of posting will not be accepted in case of any delay. Bids will be opened immediately after the closure of the bid submission time. The bidders or their authorized representatives (one representative for each bidder) may participate at the bid opening.
10. Final decision will be made by the Department Procurement Committee.
11. Bid shall be valid until **02<sup>nd</sup> February, 2022.**
12. Each Bid shall be accompanied by a Bid Security of **Rs. 270,000.00** addressed to Vice-Chancellor, University of Sri Jayewardenepura, awarded by a reputed commercial bank approved by the Central Bank of Sri Lanka. Bid Security shall be valid until **05<sup>th</sup> March, 2022.**

**The addresses referred to above are:**

**For inspection of Bidding Document, submission of application for Bidding Document and Delivery of Bidding Document**

Assistant Registrar  
Establishments (Information & Services) Division,  
University of Sri Jayewardenepura,  
Gangodawila,  
Nugegoda.

**For Bid opening**

Administration Board Room of the Administration Building,  
University of Sri Jayewardenepura,  
Gangodawila,  
Nugegoda.

**Chairman/ Department Procurement Committee  
University of Sri Jayewardenepura  
13.10.2021**