



Invitation for Bids

Provision of Health Insurance Cover for Permanent Employees of University of Sri Jayewardenepura - 2024/2025

Contract No. USJP/EIS/INS/2024-2025

1. The Chairman DPC on behalf of the University of Sri Jayewardenepura now invites sealed bids from eligible and reputed Insurance companies for the Provision of Health Insurance Cover for permanent employees of the University.
2. The intended service period is 365 Days from 01.03.2024
3. Bidding will be conducted through National Competitive Bidding.
4. Only Insurance companies who have valid license from the Insurance Regulatory Commission of Sri Lanka (IRCSL) are eligible to provide this service.
5. Interested eligible bidders may obtain further information from Assistant Registrar, Establishments (Information & Services), University of Sri Jayewardenepura – Tel 011- 2802856 at the address given below from **13th November 2023 to 4th December 2023** 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 **13th November 2023 to 4th December 2023** 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 23rd November 2023** at the Administration Board Room of the Administrative Building, University of Sri Jayewardenepura.
8. Bids will be closed at **02.30 p.m. on 5th December 2023** at Administration 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 **02.30 p.m.** (bid closing time) on **5th December 2023** (bid 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 **15th March 2024**.

12. Each Bid shall be accompanied by a Bid Security of **Rs. 150,000.00** 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 **19th April 2024**.

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
13.11.2023

