

Invitation for Bids
Rajarata University of Sri Lanka
Providing Janitorial Services – 2023/2024

1. Sealed bids are invited by the Vice Chancellor/Chairperson, Department Procurement Committee of the Rajarata University of Sri Lanka from qualified and eligible bidders for providing **Janitorial Services** for a period of one year w.e.f 01.11.2023.
2. Bidding will be conducted through National Competitive Bidding procedure.
3. Bidders should provide **separate bids** for the 2 premises as follows;
 - Mihintale Premises
 - Faculty of Medicine and Allied Sciences, Faculty of Agriculture and CDCE Premises
4. Qualified bidders should not have been blacklisted and should have fulfilled the following requirements.
 - a. Bidder should be an institution registered within Sri Lanka under either Business Registration Ordinance, Companies Act or Corporative Ordinance.
 - b. Community Based Organization registered under the Divisional Secretariats regarding supply of the relevant services also may apply (Community based Organizations should submit the eligibility certificate obtained from the Divisional Secretary)
 - c. Should have experience of not less than (05) years (2018, 2019, 2020, 2021 and 2022) in supplying janitorial services successfully to Government Departments, Corporations, Statutory Boards or large-scale Private Institutions with similar capacity as mentioned in the following table.

Name of Premises	Required Qualification and Experience	Bid Security Valid up to 15.01.2024 (Rs)	Non-Refundable Tender Fee (Rs)
1).Mihintale Premises RJT/ADM/AD6/01/2023-2024(01)	At least one contract in similar nature amounting Rs. 30 Million and Average annual Turnover of Rs. 40 Million in last five (05) years	270,000.00	7,500.00
2). Faculty of Medicine and Allied Sciences, Faculty of Agriculture, CDCE Premises RJT/ADM/AD6/01/2023-2024(02)	At least one contract in similar nature amounting Rs. 18 Million and Average annual Turnover of Rs. 25 Million in last five (05) years	180,000.00	5,000.00

5. A complete set of bidding documents may be purchased on the submission of a written request to the Assistant Registrar (General Administration) from 28.08.2023 to 17.09.2023 on working days between 09.00 a.m. to 03.00 p.m. upon payment of above non-refundable fee in cash to the shroff of the Rajarata University of Sri Lanka. E-mail: ar.admin@rjt.ac.lk; TP: 025 2266781
6. Draft Bidding documents may be downloaded from the university website <https://www.rjt.ac.lk/notice> and the non- refundable fee credited to Account No. 008-1-001-8-1725841 maintained by People's Bank, Anuradhapura Branch in Account of Rajarata University of Sri Lanka. The original receipt should be attached.
7. A 15% preference is given to Public Enterprises who submit bids as per the provision in Public Finance Circular No. 04/2020.
8. Bids will be closed at 2.00 p.m. on 18.09.2023
9. Completed bids together with the copy may either be sent by registered post to address below or put into the Tender Box kept at the Office of the Registrar, 2nd Floor of the Administration Building, Rajarata University of Sri Lanka, Mihintale to receive before 2.00 p.m. on 18.09.2023. The caption of "Providing Janitorial Services – 2023/2024 – {Name of the Premises}" should be mentioned on the left-hand top corner of the envelope containing the bid. Late bids will be rejected and the bids will be opened on 18.09.2023 at 2.00 p.m. Bidders or their authorized representatives may be presented at the time of opening of bids.

The Vice Chancellor/Chairperson
Department Procurement Committee
Rajarata University of Sri Lanka
Mihintale
28.08.2023