



Rajarata University of Sri Lanka – Mihintale
Invitation for Bids
Providing Photocopying and Printing Services – 2023/2024
Contract No - RJT/ADM/AD4/03/2023-2024

1. The Chairperson, Department Procurement Committee on behalf of the Rajarata University of Sri Lanka now invites sealed bids from eligible and qualified bidders/ individuals for providing Photocopying and Printing Service for the following five premises of Rajarata University of Sri Lanka in Anuradhapura, Saliyapura, Puliyankulama and Mihintale for a period of one year from 15.10.2023 to 14.10.2024.
 - ✓ Main Library – Mihintale
 - ✓ Faculty of Applied Sciences – Mihintale
 - ✓ Faculty of Agriculture – Puliyankulama
 - ✓ Faculty of Medicine and Allied Sciences – Saliyapura
 - ✓ Professorial Unit – Anuradhapura
2. Bidding will be conducted through National Competitive Bidding procedure.
3. Bidder should have minimum 1 year experience in the field of handling photocopying and printing services. Additional details are provided in the Bidding Documents.
4. Interested bidders may obtain further information from Assistant Registrar (General Administration) Rajarata University of Sri Lanka between 9.00 a.m. and 3.00 p.m. on weekdays by calling on Tel : No. 025- 2266781 or via <https://www.rjt.ac.lk/notice/> and inspect the Bidding Documents at the General Administration Division, Rajarata University of Sri Lanka, Mihintale.
5. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the Assistant Registrar, General Administration Division, Rajarata University of Sri Lanka and upon payment of a non-refundable fee of Rs 500.00 payable to Bursar, Rajarata University of Sri Lanka by cash or to be credited to Bank Account Number 008-1-001-8-1725841 of Peoples Bank, Anuradhapura Branch.
6. Bids will be closed at 14.00 hrs. On 26th September 2023.
7. Bidding documents prepared in English Language and dully filled completed bidding documents along with the separated sealed duplicate, insert in to the sealed envelopes, marked the name of the quotation, IFB no. and closing date on the top left-hand corner of the envelope, should either be sent to receive before 14.00 hrs. on 26th September 2023 by registered post to below address or insert in to the tender box kept at the office of the Registrar, 2nd floor, Main Administration Building, Rajarata University of Sri Lanka, Mihintale.
8. The amount of Bid Security shall be Rs. 5,000.00 should be paid to Shroff, Rajarata University of Sri Lanka, Mihintale or to be credited to Bank Account Number 008-1-001-8-1725841 of Peoples Bank, Anuradhapura Branch and receipt should be send along with the request to collect the bidding documents
9. Bids will be opened on 26.09.2023 at 14.00 hrs. (Soon after closing the bid) in the presence of bidders or their authorized representatives at the same place as above.
10. Late bids will be returned unopened.

The Chairperson
Department Procurement Committee
Rajarata University of Sri Lanka
Mihintale

05.09.2023