

**Volume - 2**  
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## Section II.

### Bidding Data Sheet (BDS)

The following specific data for the service to be obtained shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause	<b>A- General</b>
ITB 1.1	The Purchaser, Vice Chancellor, Rajarata University of Sri Lanka Contract: Supply of Labour Services for Rajarata University of Sri Lanka 2024/2025.
ITB 1.1	The name and identification number of the Contract are:  Name - Supply of Labour Services for Rajarata University of Sri Lanka 2024/2025 Contract identification No - RJT/ADM/AD4/02/2024-2025
ITB 2.1	The source of funding is: GOSL funds
ITB 4.4.	Foreign bidders are not allowed to bid
	<b>B. Contents of Bidding Documents</b>
ITB 7.1	<b>If any Clarification needed, please contact :</b>  <b>Attention :</b> Assistant Registrar/General Administration <b>Address :</b> Rajarata University of Sri Lanka, Mihintale <b>Telephone :</b> 025-2266781 <b>Facsimile number :</b> 0253366665 <b>Electronic mail address :</b> ar.admin@rjt.ac.lk
	<b>C. Preparation of Bids</b>
ITB 11.1	<b>The Bidder shall submit the following additional documents to verify the evaluation and qualification criteria:</b> a. List of Services in similar nature contracts performed in last Five years; (2019, 2020, 2021, 2022 ,2023) and details of services underway or contractually committed. b. Bidder should provide evidence of at least one contract in Similar Nature amounting annual contract sum of Rs. 40 Mn. within last 5 years. c. Reference letters from clients on quality of bidder's past performance; d. Valid Business / Company Registration for the relevant service e. Audited Financial Statements for last 5 years (2018/2019, 2019/2020, 2020/2021, 2021/2022 and 2022/2023). f. Letter from a commercial bank registered under Central Bank of Sri Lanka for the ability of providing credit facility amounting Rs. 5 Mn. on behalf of the bidder. g. Valid ETF and EPF Registration certificates & proof documents of EPF, ETF contributions made by the bidder for the year 2022 / 2023. h. VAT Registration (If applicable) - If the bidder has not registered for the collection of VAT a letter stating that the bidder has exempted for collection of VAT from the Commissioner of the Department of Inland Revenue should be submitted with his Bid. Any Bids which are not satisfying above will be rejected. Otherwise, the bidder has to mention clearly that he/she is not registered for VAT.
ITB 18	Bidder should meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

ITB 19	The period of Bid Validity shall be 01.07.2024. (91 days from bid closing)
ITB 20	The amount of Bid Security to the value of Rs. 520,000.00 obtained from a commercial bank registered under Central Bank of Sri Lanka or cash deposit of Rs. 260,000.00, credited to Account No. 008-1-001-8-1725841 maintained by People's Bank, Anuradhapura Branch in Account of Rajarata University of Sri Lanka or the shroff counter of the university. The original receipt should be attached. The bid security shall be valid up to 29.07.2024
<b>D. Submission and Opening of Bids</b>	
ITB 22	<p><b>The Employer's address for the purpose of Bid submission is :</b> Vice Chancellor/ Chairperson, Department Procurement Committee Rajarata University of Sri Lanka Mihintale.</p> <p><b>For identification of the bid, the envelopes should indicate :</b> <b>Contract Name:</b> Supply of Labour Services 2024/2025 for Rajarata University of Sri Lanka. <b>Contract No :</b> RJT/ADM/AD4/ 02/2024-2025</p> <p>Bidders shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copy shall then be enclosed in one single envelope.</p>
ITB 23	The deadline for submission of bids shall be at 14.00 hrs, on 01.04.2024
ITB 26	Bid opening shall be at 14.00 hrs, on 01.04.2024 at the following address Office of the Registrar, 2 <sup>nd</sup> Floor Administration Building Rajarata University of Sri Lanka Mihintale
<b>E. Evaluation and Comparison of Bids</b>	
ITB 34	Domestic preference is not applicable
ITB 35	<p>All bids will be evaluated and compared on the following Criteria</p> <ol style="list-style-type: none"> <li>1. Unit rate indicated by the bidder for each category of labourers (skilled, semi- skilled, un -skilled and field labour) should be indicated separately. The Total Annual Contract Amount without VAT will be considered in the final evaluation.</li> <li>2. A 15% preference is given to Public Enterprises who submit bids as per the provision in Public Finance Circular No. 04/2020.</li> <li>3. Statutory Labour requirements under the Wages Board Ordinance, National minimum wage of workers, act No 03 of 2016 and its amendments, and also comply to EPF, ETF and gratuity act, workman compensation ordinance and all the other related legislations which are applicable.</li> <li>4. Ability of providing a credit facility amounting Rs. 5 Mn.</li> </ol>
ITB 36	<p>Bids may be rejected for any of the following reasons.</p> <ol style="list-style-type: none"> <li>1. Failing to provide a valid Bid Security along with the Bid.</li> <li>2. Failing to furnish the duly completed Form of Bid.</li> <li>3. If the Bid is conditional or incomplete</li> <li>4. If one bidder submits more than one bid.</li> </ol>

ITB 37	<p>Post Qualifications:</p> <ul style="list-style-type: none"> <li>• <b>Client's References</b> made by previous clients about the quality of the services provided by the bidder will be evaluated. References from Statutory Boards worked on statutory payments of workers will be taken to check whether there are any bad records of the Bidder. Contact details of clients should be attached and Bidders should not have bad records with reference to performing contractual obligations and quality of service with their previous clients. The references made by previous clients about the quality of the services provided by the bidder will be evaluated.</li> <li>• Ability of providing a credit facility amounting Rs. 5 Mn</li> </ul>
	<b>F - Award of Contract</b>
ITB 40	As per the requirement of the University. Whenever required the University will have the right to change the number of labourers in different category.
ITB 43	The performance security acceptable to the Employer shall be an unconditional on demand bank guarantee obtains from a bank registered under the Central Bank of Sri Lanka to an amount equal to 5% of the annual contract price. University has the right to increase up to ten percent (10%) if required.

## SECTION III EVALUATION AND QUALIFICATION CRITERIA

### 1. Evaluation Criteria (ITB 35.3 (d))

The contractor's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, following factors as specified in BDS referring to ITB 35, as relevance to the provision of security service of the bidder shall be considered.

- a) The Total Annual Contract Amount without VAT will be considered in the final evaluation.
- b) A 15% preference is given to Public Enterprises who submit bids as per the provision in Public Finance Circular No. 04/2020.
- c) Statutory requirements under the Wages Board Ordinance, National minimum wage of workers, act No 03 of 2016 and its amendments, and also comply to EPF, ETF and gratuity act, workman compensation ordinance and all the other related legislations which are applicable.
- d) Ability of providing a credit facility amounting Rs. 5 Mn.

### 2. Qualification Requirements

- a) List of Services in similar size and nature contracts performed in last five years; (2019, 2020, 2021, 2022 and 2023) details of services underway or contractually committed should be attached. Further the bidder should provide evidence of at least one contract in similar nature amounting annual sum of Rs.40 Mn. within last 5 years. (this will be checked by referring documents mentioned In Bidding data 11.1.a &b )
- b) Audited financial statements for last 5 years (2018/2019, 2019/2020, 2020/2021, 2021/2022 and 2022/2023) should be attached. Evaluation will be based on the audited financial statements. Average Annual turnover should be over Rs. 60 Mn. and existence of favorable working capital will be evaluated. The bidder should have bank credit facility of Rs. 5 Mn from a commercial bank registered under Central Bank of Sri Lanka. Certification Should be attached. (this will be checked by referring documents mentioned In Bidding data 11.1.e)

### 3 Post Qualification Requirements (ITB 37.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

- a. **Client's Reference** made by previous clients about the quality of the services provided by the bidder will be evaluated. References from Statutory Boards worked on statutory payments of workers will be taken to check whether there are any bad records of the Bidder. Contact details of clients should be attached and Bidders should not have bad records with reference to performing contractual obligations and quality of service with their previous clients. The references made by previous clients about the quality of the services provided by the bidder will be evaluated.
- b. Ability of providing a credit facility amounting Rs. 5 Mn.

### 3. Domestic Preference (ITB 34.1)

Not applicable

### 4. Special Preference

According to the provisions under the Public Finance Circular No. 04/2020, preference of 15 % shall be given to Public and Provincial Council Enterprises, Statutory Authorities, Corporations and Statutory Boards. This preference will be given at the financial evaluation.

**SECTION IV  
Bidding Forms**

**Bid Submission Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

To: **Vice Chancellor,  
Rajarata University of Sri Lanka.  
Mihintale**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the conditions of contract, Employer's Requirements and Activity Schedule accompanying this Bid specified in the Schedule of Requirements of the Supply of Labour Services for Rajarata University of Sri Lanka 2024/2025
- (c) The total price of our Bid without VAT, including any discounts offered is:  
  
*In words:* .....  
  
*In figures: Rs.* .....
- (d) The total price of our Bid including VAT, and any discounts offered is:  
  
*In words:* .....  
  
*In figures: Rs.* .....
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (h) Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (m) We hereby confirm that this Bid complies with the Bid Validity required by the bidding documents and specified in the Biding Data.

VAT Registration Number.....

Authorized Signature : ..... Date: .....

Name and Title of Signatory:.....

Duly authorized to sign the bid for and on behalf of : .....

Address :.....

.....

Contact No :.....



e-mail ID :.....

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**Forms of Security**  
**Annex A Form : Bid Security (Bank Guarantee)**

Bid Guarantee

[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the bidding document]

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- [insert issuing agency's name, and address of issuing branch or office] -----

**\*Beneficiary:** ----- [ name and address of Purchaser]

**Date:** ----- [insert (by issuing agency) date]

**BID GUARANTEE No.:** ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ---  
----- [insert (by issuing agency) date](hereinafter called "the Bid") for the supply of [insert name of Supplier] under Invitation for Bids No. ----- [insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [insert amount in figures] ----- [insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ---  
-- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

[signature(s) of authorized representative(s) ]



**PRICE SCHEDULE**

**Schedule -A PRICE SCHEDULE - 365 Days per year**

S/N	Required Labour Category	Number of Labourers	Rate Per Labour Per day (Rs.)	Total Cost Per day (Rs)
01	Skilled	41		
02	Semi Skilled	2		
03	Un Skilled	1		
04	Field Labour	22		
Total cost per day				
Total cost per 365 days (a)				

**Schedule -B PRICE SCHEDULE - 261 Days per year**

S/N	Required Labour Category	Number of Labourers	Rate Per Labor Per day (Rs)	Total Cost Per day ( Rs.)
01	Skilled	19		
02	Semi Skilled	2		
03	Un Skilled	3		
04	Field Labour	2		
Total cost per day				
Total cost per 261 days (b)				
Total Annual Amount without VAT [(a)+(b)]				
VAT (18%)				
Total Bid Value per Annum (Inclusive of all Taxes) (In Figures)				
Total Bid Value per Annum (Inclusive of all Taxes) (In Words) :				

Name of the Bidder:.....

Name of the authorized signatory:.....

Authorized signature .....

Rubber Seal

Date .....

**SECTION V**

**SCHEDULE OF REQUIREMENTS**

**A Description of the Services**

**A.1 Scope of the work.**

Bids are hereby invited from the eligible bidders to provide a manpower service on outsourcing basis in the categories of Skilled, Semi-Skilled, Unskilled and Field labourers as labour day duties as per the requirement of Rajarata University of Sri Lanka, Mihintale in Conformity with the instructions to bidders/ General Conditions of Bid/ Specific conditions of Bid and Subject to the rules and regulations laid down in the respective wages Board, for a period of one year. Required labour details as follows.

S/N	Require Labour Category	Qualification	Number of Labourers	
01	Skilled Labours	Office	Pass GCE O/L with 5 credits & A/L 3 subjects	16
			AAT qualified or Equal qualification (Accounts Department)	
			NVQ level 4 Certificate for Computer Application Assistant	
		Field	The Certificate for Draftsmen's, Electrician, and Civil Supervisors	8
			Landscape machine operators (Tree cutters & Bush Cutters) Selection will be made after trade test.	20
		Driver	Pass Grade 8 One Year working Experience after obtaining light vehicle and three wheeler license. Selection will be made after driving test.	3
Farm	Experience in farm machinery maintenance, processing of farm products, Milking etc. Selection will be made after trade test.	12		
Day Care	NVQ Level 4 or Equivalent in Child Care / Pre-school	1		
02	Semi-Skilled	Office	Ability to operate office equipment. (will be selected after trade test)	4
			Pass GCE O/L Exam (6 subject in 2 sittings)	
03	Un Skilled	Pass GCE O/L Exam (6 subject in 2 sittings)	4	
04	Field Labour	Pass Grade 8	24	
Total			92	

## A-2 Other Requirements

12. Age of the Persons to be Deployed:-

between 18 to 60 years.

02. Misbehavior, Illegal Transactions and Fraud:-

2.1 In case of any of the above, the decision of the Rajarata University of Sri Lanka would be final and conclusive. In the event of a request for replacement of a worker/laborer for any reason shall be attended by the Contractor within 24 hours.

2.2 The contractor shall ensure that his/her employees will not involve / carry out or participate in any type of activities that will hinder the provision of services at the premises of the University during the period of contract with Rajarata University of Sri Lanka.

03. Salary:-

The Contractor shall pay at least the minimum salary recommended by the Wages Board Ordinance and all relevant statutory payments which are connected to the salary of a Skilled/Unskilled Labourers.

04. Agreement:-

4.1 The Successful Bidder shall be required to enter into an agreement with the Rajarata University of Sri Lanka, Mihintale for the performance of the Contract.

4.2 Specimen Contract Agreement is annexed. (Refer "Specimen Form of Contract Agreement").

05. Period of Contract:-

5.1 The period of Contract for providing Labourers shall be for a period of one Year with effect from 01.06.2024.

06. Entry Permits:-

6.1 The Contractor shall provide a list of the Labourers indicating their identities and other information. The Clearance certificates obtained from relevant Police Stations shall be submitted with the list.

6.2 All personnel of the successful contractor, who will be engaged in work related to this Bid, at the University, will strictly be obliged to comply with all security procedures defined by University at the time of work.

07. Contractor's Employees:-

7.1 The manpower service providers/CBO or herein also referred as Contractor shall provide and employ such suitable workmen to ensure the proper and efficient execution of the work.

7.2 The University shall be at liberty to object to and require the Contractor to remove forthwith, any person employed by the contractor who in the opinion of the University has misbehaved himself or his incompetent or negligent in the performance of his duties, or whose employment is otherwise considered by University as undesirable.

7.3 Any person so removed from the work shall be replaced as soon as Practicable by a competent substitute approved by University.

7.4 A duty roster for the workers/Laborers, shall be implemented on the guidelines as would be specified by the University. In the event of shortage of employees due to absenteeism/leave, the Contractor shall take immediate steps to provide temporary replacement/s to make up the full complement as specified by the roster. Failure to provide such replacement shall result in the imposition of a penalty of 20% of a day

- salary. The penalty imposed shall be deducted from the Contractor's payment due for the current months.
- 7.5 The Contractor shall before the commencement of the contract provide University with a list of personal records (name, address, NIC No, medical certificate, police clearance certificate, age and stamped size photo) of the Contractor's staff employed under the Contract.
- 7.6 The laborer should work 8 hours per day. Working hour is 7.45 a.m to 4.45p.m. Working time may be flexible as per the requirement of the University.
08. **Workmen's Compensation:-**  
Contractor's workers working at University shall be duly covered under a workman's compensation Insurance Policy. Further, the Contractor shall provide minimum amount of insurance for 3<sup>rd</sup> party of Rupees 3 Mn. per event.
09. **Dress code:-**
- 9.1 Dress code for Male - Black Trousers, Short sleeve white color shirt, pair of shoes, which should be compatible to work. Dress code for female - Black Skirts, Short sleeve white color T shirt, pair of shoes, which should be compatible to work.
- 9.2 All worker/Laborers must be in Smart dress while at the university premises.
10. **Safety Arrangements:-**
- 10.1 The Contractor shall ensure that at all times the Labourers are aware of safety arrangements of the working environment.
- 10.2 The Contractor shall be responsible to take all safety precautions to eliminate danger to his workmen, the University staff and visitors, the general public and property of University and other.
- 10.3 Safety precautions with regard to pandemic of Covid-19 shall be arranged by the contractor.
11. **Payment of monthly bill:-**
- 11.1. The Contract Price which is payable by the University to the Contractor should be indicated in the Price Schedule.
- 11.2 The billing period shall be for one Calendar Month. The Contractor shall submit to the University within 2 weeks of the month the bill for services rendered for The previous month. Upon receipt of the Contractor's Bill with the certificate for satisfactory performance of work, by the Registrar of the University shall make the payment to the Contractor by cheque after making deductions if any Stated in the Contract.
- 11.3 Any kind of penalty, reimbursement of any payment by the University on behalf of the Contractor shall be deducted prior to making payments.
- 11.4 Statutory increase in wages shall be considered by the University on the production of necessary supporting documents to justify the increase. The bidder should provide the documentary evidence in respect of relevant / if applicable newly introduced statutory payments made to the Government of Sri Lanka.
12. **General Guidelines:-**
- 12.1 The Contractor shall instruct the Laborers to exercise due care when handling equipment's of the University.

- 12.2 The Contractor shall ensure the Labourers are courteous, honest and shall create good relationships with the Staff, Students, and others.
- 12.3 The Contractor shall educate the Labourers on prevention of health hazards in the working site and have sufficient knowledge on operation of machinery and equipment.
- 12.4 Any damages or loss happen to the University which responsibility by the labourer should be borne by the contractor.

Above requirements of the University have been well understood.

Name of the Bidder:.....

Name of the authorized Signatory:.....

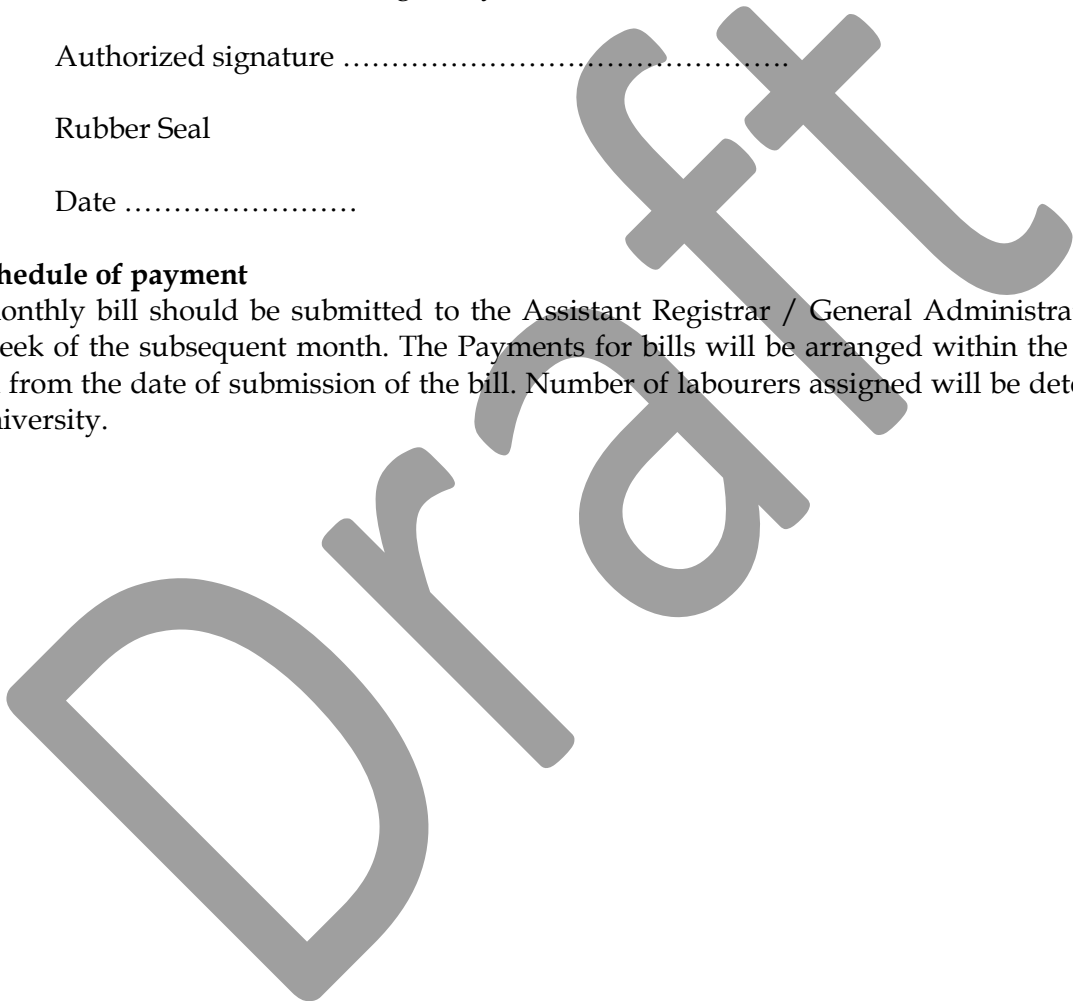
Authorized signature .....

Rubber Seal

Date .....

**B.1 Schedule of payment**

The monthly bill should be submitted to the Assistant Registrar / General Administration within two week of the subsequent month. The Payments for bills will be arranged within the one month period from the date of submission of the bill. Number of labourers assigned will be determined by the University.



**Section VI. Contract Data**

Clauses in brackets are optional; all notes should be deleted in final text.
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Number of SCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1 (e)	The contract name is Supply of Labour Services for the Rajarata University of Sri Lanka. 2024/2025.
1.1 (f)	The Employer is Vice Chancellor, Rajarata University of Sri Lanka, Mihintale.
1.1 (m)	The Member in Charge is [name of Member Leader of the Joint Venture] : N/A
1.1 (p)	The Service Provider is [ insert name]
1.4	<p>The addresses are:</p> <p>Employer      Vice Chancellor  Rajarata University of Sri Lanka  Mihintale</p> <p>Service Provider: <i>To be filled after selection</i></p> <p>.....</p> <p>Attention      : .....</p> <p>Tele             : .....</p> <p>Facsimile      : .....</p>
1.6	<p>The Authorized Representatives are</p> <p>For the Employer : <b>Assistant Registrar /General Administration</b></p> <p>For the Service Provider: .....</p>
2.1	<p>The date on which this Contract shall come into effect is [01.06.2024]</p> <p>[Note: The date may be specified by reference to conditions of effectiveness of the Contract, such as approval of the Contract by the Bank, effectiveness of Bank Loan/IDA Credit, receipt by Service Provider of advance payment and by Employer of bank guarantee (see Clause 6.4), etc.]</p>
2.2.1	The Starting Date for the commencement of Services is . 01.06.2024
2.3	The Intended Completion Date is 31.05.2025
3.4	Performance Guarantee shall be five percent to (5%) of the annual Contract price. University has the right to increase up to ten percent (10%) if required.
4.1	The selected service provider should not recruit Labours of any of other service providers or contractors who are doing contracts in the Rajarata University of Sri Lanka. If it was done by

the service provider and due to that the other service provider's or contractor's work was affected the Employer will act according to sub-clause 4.2 in removing of such Labours.

**6.2** The Contract Price is in Sri Lankan Rupees

**6.4** Payments shall be made on monthly basis according to the number of labour days employed under each category by each section of the University where labour supply service contract labours are deployed as per the activity schedule.

The liquidated damage shall be: the half of the daily payment of each labour absent will be deducted from the monthly payment.

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**Rajarata University of Sri Lanka - Mihintale**  
**Invitation for Bids**  
**Supply of Labour Services 2024/2025**

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 the supply of Labour Services for one year from 01.06.2024.
2. Bids will be conducted through National Competitive Bidding Procedure.
3. 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 (2019, 2020, 2021, 2022 and 2023) in supplying labour services successfully to Government Departments, Corporations, Statutory Boards or large-scale Private Institutions; At least one similar nature contract amounting Rs. 40 Mn. must be within the any of above five years and Annual Turnover of Rs. 60 Mn..
4. The amount of Bid Security to the value of Rs. 520,000.00 obtained from a commercial bank registered with the Central Bank of Sri Lanka valid up to 29.07.2024 or cash deposit of Rs. 260,000.00 credited to Account No. 008-1-001-8-1725841 maintained by People's Bank, Anuradhapura Branch in Account of Rajarata University of Sri Lanka or the Shroff counter of the university. (original payment slip should be attached).
5. Interested eligible bidders may obtain further information / inspect the Bidding Documents from Assistant Registrar/General Administration of Rajarata University of Sri Lanka by T.P No.025-2266781 during weekdays from 9.00am to 3.00pm from 11.03.2024 to 01.04.2024.
6. A complete set of bidding documents may be purchased on the submission of a written request to the Assistant Registrar/General Administration from 11.03.2024 to 01.04.2024 on normal working days between 09.00 a.m. to 03.00 p.m. upon payment of a non-refundable fee of Rs.12,500/= in cash. 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 02.00 p.m. on 01.04.2024.
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, 2<sup>nd</sup> Floor of the Administration Building, Rajarata University of Sri Lanka, Mihintale to receive before 2.00 p.m. on 01.04.2024. The caption of "**Supply of Labour Services - 2024/2025**" should be mentioned on the left-hand top corner of the envelope containing the bid.
10. Late bids will be rejected
11. Bids will be opened on 01.04.2024 at 2.00 p.m (soon after the closing). 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  
11.03.2024