



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

1. The Chairperson, Department Procurement Committee on behalf of the Rajarata University of Sri Lanka invites sealed bids from eligible and qualified bidders for Supply of **Janitorial Services of the Mihintale Premises** for a period of one year .
2. Bidding 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 three (05) years (2019, 2020, 2021, 2022 and 2023) in Janitorial services successfully to Government Departments, Corporations, Statutory Boards or large-scale Private Institutions including state universities with similar capacity; At least three similar nature contract amounting Rs.30 Million must be within the any of above three years and Annual Turnover of Rs. 40 Million.
4. The amount of Bid Security to the value of Rs. 350,000.00 obtained from a commercial bank registered with the Central Bank of Sri Lanka or cash deposit of Rs. 175,000.00 The bid security shall be valid up to 30.07.2024.
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 19.03.2024 to 01.04.2024.
6. Bidders are instructed to have a site visit and get clear understanding about all the requirements of the University when deploying janitors before bid submission.
7. A complete set of bidding documents may be purchased on the submission of a written request to the Assistant Registrar/General Administration from 19.03.2024 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.7,500/= 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.
8. A 15% preference is given to Public Enterprises who submit bids as per the provision in Public Finance Circular No. 04/2020.
9. Bids will be closed at 02.00 p.m. on 02.04.2024.
10. 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 02.04.2024. The caption of "**Supply of Janitorial Services -2024/2025 (Mihinthale 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 02.04.2024 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  
19.03.2024