



**Institute of Technology, University of Moratuwa,
Diyagama, Homagama**

Procurement Notice

INVITATION FOR BIDS FOR CLEANING & JANITORIAL SERVICES

OF THE INSTITUTE OF TECHNOLOGY - 2023/2024

ITUM/1/1/2/2023-2024

1. The Chairman, Department Procurement Committee (Major), Institute of Technology University of Moratuwa, (ITUM) Diyagama, Homagama, invites sealed bids from eligible and qualified bidders for providing Cleaning & Janitorial Services for 03 Zones in the Institute Premises at Diyagama, Homagama for the period from 01.11.2023 – 31.10.2024.
2. Bidding will be conducted through National Competitive Bidding Procedure.
3. Alternative Bids shall not be accepted.
4. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall be a registered company in Sri Lanka under the Business registration regulation having minimum of three years' experience in the field of providing Cleaning & janitorial services at the time of the submission of the bid and at least one similar project with contract value not less than Rs. 2.5 million.
5. Interested bidders may obtain further information from Assistant Registrar /General Administration and bidding documents may be inspected free of charge at the General Administration Division ITUM. Contact number is 0112124011.
6. Interested bidders are requested to inspect the premises during normal working days between 09:00 hrs and 15:00 hrs before 18.09.2023.
7. A complete set of bidding documents in English language may be purchased by interested bidders on the submission of a written application on a business Letter Head to the Assistant Registrar General Administration (ITUM) between 09:00hrs to 15:00hrs on normal working days from **28th August 2023 to 18th September 2023** upon payment of a nonrefundable tender fee of Rs. 3,000/= to shroff of the Institute of Technology University of Moratuwa, in cash.
8. Bid documents marked "Invitation for Bids for Cleaning and Janitorial Services Zone A/B/C" on the top left corner of each tender envelope, with duplicate by registered post to the address given below or deposited, in the tender box kept in the Office of Assistant Registrar, General Administration /ITUM Diyagama, Homagama on or before 2.00pm on 19th September 2023. Bids will be opened at 2.15pm on 19th September 2023 at ITUM in the presence of the bidders authorized representatives who choose to attend. Late Bids will be rejected.
9. All Bids shall be accompanied by a bid security mentioned in the bidding data for each zone in the form given in the bidding document. Bid security shall be valid up to 18th December 2023
10. Pre Bid meeting is scheduled to be held on **13th September 2023** at 9.00 a.m. in the Board room of the 3rd floor of the ITUM
11. Bids shall be valid up to 4th December 2023

The Chairman

Department Procurement Committee (major)

Institute of Technology, University of Moratuwa, Diyagama, Homagama

27.08.2023