

**INVITATION OF BIDS**  
**MINISTRY OF TOURISM & LANDS**  
**SURVEY DEPARTMENT OF SRI LANKA**  
**PROCUREMENT OF ANNUAL REQUIREMENTS – 2024/25**  
**(Obtaining of Janitorial Service, Security Service and Welfare Canteen Service)**  
**BID NUMBER - SD/IV/2024**

1. Invitation of sealed bids from the suppliers for the procurement of following services respective for procurement of annual requirement of Survey Department 2024/25.

Description	Item 01	Item 02	Item 03
	Obtaining of Janitorial Service for the Surveyor General's (For one year in 2024/2025 years)	Obtaining of Security Service for the Surveyor General's Office (For one year in 2024/2025 years)	Conducting of Welfare Canteen in the Surveyor General's Office (For one year in 2024/2025 years)
Bid Security (Rs.)	100,000.00	100,000.00	50,000.00
Non-refundable bid form fee (Rs.)	1,000.00	1,000.00	1,000.00
Date & time which bid documents and application should be obtained during office hours	Up to 02.30 p.m. on 09.10.2024	Up to 02.30 p.m. on 10.10.2024	Up to 02.30 p.m. on 08.10.2024
Pre-bid meeting	10.00 a.m. on 26.09.2024 Old Auditorium of the Department		
Bid closing	11.00 a.m. on 10.10.2024	11.00 a.m. on 11.10.2024	11.00 a.m. on 09.10.2024
Bid Opening	11.05 a.m. on 10.10.2024 Procurement and Supplies Branch	11.05 a.m. on 11.10.2024 Procurement and Supplies Branch	11.05 a.m. on 09.10.2024 Procurement and Supplies Branch

2. Invitation of bids will be conducted through the National Competitive Bidding Procedure.
3. Interested bidders may inspect the Bidding Documents during office hours at the address given below and may obtain further information from Tel. 011-2368106.
4. Bidders may purchase a complete set of Bidding Documents and the application from the address below by paying as per the table above. .
5. Sealed envelopes containing bids (in duplicate), having indicated the name of the item on top left hand corner, should be sent to the address below to reach on or before the bid closing mentioned in the table above. Late bids will be rejected. Bids will be opened as mentioned in the table above and bidders or their representatives may attend the bid opening. All bids should be accompanied by Bid-Securities mentioned in the table above.
6. Separate bids should be submitted for each item and bids not complying with said manner will be rejected.
7. Bid validity period should not be less than 90 days from the date of bid opening
8. Respective service should be supplied within ½ months (two weeks) from the date, purchase order is received and the service should be supplied for a period of one year from that date.
7. Address: Senior Superintendent of Surveys (Procurement & Supplies), Surveyor General's Office, No: 150, Kirula Road, Colombo 05. Tel/Fax: 011-2368106.

**Surveyor General,**  
**Chairman,**  
**Departmental Procurement Committee,**  
**13.09.2024**