



DISTRICT SECRETARIAT, JAFFNA

INVITATION FOR BIDS (IFB – 10)

Procurement of Services

1. **The Chairman, Department Procurement Committee, District Secretariat, Jaffna on behalf of the Government Agent / District Secretary, Jaffna** now invites sealed bids from eligible and qualified bidders, **who have at least service station or branch in Jaffna District**, for the **services mentioned below in the schedule.**

2. Bidding will be conducted through National Competitive Bidding (NCB).

3. Interested bidders may obtain further information from the **Procurement Unit, District Secretariat, Jaffna** (Room No. 42) and inspect the Bidding Documents at the same address on any working day from **9.00 a.m to 3.00 p.m from 24.12.2021**

Contact numbers are: phone – 0212214633 / 021 222 2233, 021 222 2234 (Ext. – 140)

Facsimile: 021 221 4633

4. A complete set of Bidding Documents in English language could be purchased by interested bidders on submission of a written application to the **Procurement Unit, District Secretariat, Jaffna from 24.12.2021 to 07.01.2022 from, 9.00 a.m to 3.00 p.m** upon payment of a non- refundable fee as described in the schedule below.

5. Sealed bids shall be sent by registered post addressed to the **Chairman, Department Procurement Committee, District Secretariat, Jaffna** or deposited in the Tender Box available at the Procurement Unit, District Secretariat, Jaffna on or before **10.01.2022 2.30 p.m.** Late bids will be rejected. Bidders should write the **service description** and **bid No.** on the top left hand corner of the envelope. Bids will be opened at **2.30 p.m on the same day** in the presence of the bidders or bidders' representatives who choose to attend. Original and duplicate should be submitted separately.

6. Bid shall be valid for a period of **91 days from** the last date (**10.01.2022**) fixed for receiving of Bids or any extended period & bid security should be valid for **119 days** from the bid opening.

7. Procurement Committee will keep the right to make final decision in regard to accept or reject Bids and it will be the final regarding the bids.

8. The details of the bids are given overleaf:

S. No	Bid ID.	Description of Service	Estimated Amount (million) (Excluding VAT)	Required Bid Security		Non Refundable Fee (Rs.)
				Security Amount (Rs.)	Vaild Period Until	
01	JK/PROC/Veh. Ins/09/09/2021	Insurance Cover for the Vehicles for 2022 / 2023 of Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	1.5	20,000/-	08.05. 2022	1,500/-
02	JK/PROC/Serv. (Security)/04/10 /2021	Security Service for Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	2.5	27,000/-	08.05. 2022	1,800/-
03	JK/PROC/Serv. (Clean)/04/11/ 2021	Cleaning Service for Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	8.0	85,000/-	08.05. 2022	3,000/-
04	JK/PROC/Serv. (Photocopy)/10/ 01/2021	Service and Maintenance of Photocopy Machines for Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	0.6	9,000/-	08.05. 2022	1,000/-
05	JK/PROC/Serv. (AC)/07/14/ 2021	Air conditioner Service for Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	1.5	17,000/-	08.05. 2022	1,500/-
06	JK/PROC/Maint .elev (Four Storey)/09/05/20 21	Maintenance and Service for Elevator in Four Storeyed Administrative Block at District Secretariat, Jaffna	0.25	5,000/-	08.05. 2022	500/-

9. Prebid meeting will be held on **04.01.2022 at 10.00 a.m** at District Secretariat, Jaffna

Chairman,
Department Procurement Committee,
District Secretariat,
Jaffna.