



DISTRICT SECRETARIAT, JAFFNA
INVITATION FOR BIDS (IFB – 3)

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 16.11.2020.

Contact numbers are: phone – 02122214633 / 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 16.11.2020 to 07.12.2020 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 08.12.2020 2.00 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 2.00 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 (08.12.2020) 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.Insur/ 09/07/2020	Insurance Cover for the Vehicles for 2021 / 2022 of Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	1.5	20,000/-	06.04. 2021	1,500/-
02	JK/PROC/ Veh.Service/07/03/2020	Vehicle Service for the Vehicles of Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	3.0	35,000/-	06.04. 2021	2,000/-
03	JK/PROC/ Serv. (Security)/ 04/01/2020	Security Service for Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	2.5	27,000/-	06.04. 2021	2,000/-
04	JK/PROC/ Serv. (Clean)/04/01/2020	Cleaning Service for Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	8.0	85,000/-	06.04. 2021	2,000/-
05	JK/PROC/ Serv. (Photocopy) /06/02/2020	Service and Maintenance of Photocopy Machines for Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	1.5	16,000/-	06.04. 2021	2,000/-
06	JK/PROC/ Serv. (AC)/04/01/2020	Airconditioner Service for Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	1.5	17,000/-	06.04. 2021	2,000/-

9. Prebid meeting will be held at District Secretariat, Jaffna **for Insurance of Vehicles**, on **23.11.2020 at 10.00 a.m** and **for Services** on **23.11.2020 at 2.00 p.m.**

Chairman,
Department Procurement Committee,
District Secretariat,
Jaffna.