



INVITATION FOR BID DISTRICT SECRETARIAT, JAFFNA DISTRICT

1. The Chairman, Department Procurement Committee on behalf of the **District Secretary, District Secretariat, Jaffna District**, invites sealed bids from eligible and qualified bidders for the works described in the table below.
2. Bidding will be conducted through **National Shopping Bidding Procedure** from the Service Providers.
3. To be eligible for contract award, the successful bidder should not have been black listed and should be registered in the relevant field in the relevant department. Further, the registration should be valid at the date of award.
4. Interested bidders may obtain further information from the **Procurement Unit, District Secretariat, Jaffna District , Room No 42 (T.No: 021-221 4633 Fax: 021- 221 4633)** and inspect the bidding documents at the same place on any working days from 15.10.2020 between 9.00a.m to 3.00 p.m. Bids can be obtained on any working days from 15.10.2020 to 29.10.2020 until 3.00 p.m.
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 (Room No. – 42), District Secretariat, Jaffna **before 02.11.2020 at 2.30 p.m.** Late Bids will be rejected. Bidders must write Bid ID on left hand upper corner of the envelop. Bids will be opened soon after closing in the presence of Bidder's representatives who choose to attend.
6. 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.
7. Bid shall be valid for a period of **91 days from 02.11.2020** the last date fixed for receiving of Bids or any extended period.

Bid ID	Description of works
<i>JK/PROC/Maint. Elev-I/09/09/2020</i>	<i>Maintenance and Service of Elevator in District Secretariat Building at Jaffna</i>

8. Bids shall be accompanied by a copy of valid Business Registration

**Chairman,
Dept. Procurement Committee,
District Secretariat,
Jaffna District.**