



Invitation for bids (IFB 03)

Democratic Socialist Republic of Sri Lanka

District Secretariat, Jaffna

Procurement of Service

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 **Vehicle Service for the Vehicles of Jaffna District Secretariat and Divisional Secretariats in Jaffna District.**
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 07.10.2024.** Contact numbers are: phone – 0212214633 / 021 222 2233, 021 222 2234 (Ext. – 140) ,Facsimile: 021 221 4633, Email- jkprocurementunit@gmail.com
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 07.10.2024 to 21.10.2024 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 **22.10.2024, 2.30 p.m.** Late bids will be rejected. Original and duplicate bids should be enveloped separately and the both envelopes (Original & Duplicate) should be sealed in one envelope. 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.
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. 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.)	Valid Period Until	
01	JDS/PROC/ Veh.Service/ 07/12/2024	Vehicle Service for the Vehicles of Jaffna District Secretariat and Divisional Secretariats in Jaffna District.	3.0	35,000/-	18.02.2025	2,000/-

9. Pre bid meeting will be held at District Secretariat, Jaffna on 15.10.2024 at 10.00 a.m.

The Chairman,
Department Procurement Committee,
District Secretariat,
Jaffna.