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அரசாங்க அதிபர் / மாவட்ட செயலாளர்
Government Agent / District Secretary

දුරකථනය }
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දිස්ත්‍රික් ලේකම් කාර්යාලය, යාපනය.

மாவட்ட செயலகம், யாழ்ப்பாணம்.

District Secretariat, Jaffna.

මගේ අංකය

எனது எண்
My No.

JK/PROC/Quot/07/01/ 202

ඔබේ අංකය

உமது எண்
Your No.

දිනය

திகதி
Date

11-08-2020

Calling Quotation for Offset-Printing

Quotations are called for Offset - Printing by **Department of Procurement Committee of the District Secretariat Jaffna.**

In this regard, Sealed Quotations shall be sent by registered post addressed to the **“Chairman, Dept. Procurement Committee, District Secretariat, Jaffna”** or Deposited in the Tender Box available at the Procurement Unit (Room No. 42), District secretariat, Jaffna on or before 2.30 p.m. on 18-08-2020. At the Top left-hand corner of the envelope, it should be marked as **“Offset-Printing”**. Quotations will be opened soon after closing at 2.30 p.m. on the same day in presence of the bidders or bidders’ representatives who choose to attend also late bid will be rejected.

Further to the ITV (Instructions to Vendors) of NPA/SBD/GOODS/01 the following Additional instruction should be considered.

Instructions

- Quotations should be submitted according to the business type mentioned on the Business Registration Certificate.
- All service should be according to our request.
- The quotation shall comprise the following document:
 - Price schedulesThis form must be completed without any alterations to its format, and substitutes shall not be accepted. All blank spaces shall be filled in with the information requested.
- The Price to be quoted in the price schedule shall be the total price of the quotation, including any discounts offered.
- Alternative offers shall not be considered.
- All items must be priced separately in the price schedules including discount and Excluding VAT.
- Quotations shall remain valid for the period of 06 months, validity of after the quotation submission deadline date.
- Service should be done within 01 Day of receiving purchase order.
- If your business address is changed it should be immediately informed to us.
- Interested service providers may obtain further information or any clarification from the Procurement unit, District secretariat, Jaffna on any working days from 9.00 a.m. to 3.00 pm from 29.07-2020. Contact number are: Phone 021 221 4633 or 021 222 2233, 021 222 2234 (Ext. – 140), Facsimile: 021 222 3674
- Procurement Committee has all rights to accept or reject quotation.

M. Sivakumar,
Accountant (Procurement)
For District Secretary,
District Secretariat, Jaffna

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