

Invitation for Bids
DISTRICT SECRETARIAT-PUTTALAM

The Puttalam District Secretariat invites open bids for the following supply of Services.

Ser. No	Bid No.	Services	Non-refundable Bid Deposit(Rs)	Security Deposit Amount (Rs.)
01.	PU/PR/SER/24/105	Insuring 45vehicles belongs to District Secretariat and 16 Divisional Secretariats for the year 2025.	Rs.1,000.00	-
02.	PU/PR/SER/24/107	Maintenance of Cleaning and Janitorial service for the year 2025 in District Secretariat and 16 Divisional Secretariats of Puttalam District.	Rs.1,000.00	The selected bidder should deposit a security deposit of Rs. 50,000.00 in the name of the District Secretary.

02. The Bidding documents can be obtained at the Procurement Unit after paying the above fee to the Bank of Ceylon Branch, Puttalam from Wednesday, 04.12.2024 to Monday, 23.12.2024 from 9.00 a.m to 3.00 p.m

03. The bids completed in two sets as “original and duplicate” shall be submitted by mentioning the relevant bid number and relevant service at the top left corner of the separate sealed envelope by registered post to the District Secretary / Chairman, Departmental Procurement Committee, District Secretariat, Puttalam or place it in the tender box kept at the Procurement Unit of the District Secretariat on or before 2.00 pm on Tuesday, 24.12.2023. The bids will be opened soon after at 2.00 pm at the Procurement Unit of the District Secretariat-Puttalam.

04. When selecting a service provider, your organization's registration, experience, as well as the specific services provided is taken into account, so it is mandatory to submit certified copies of all necessary documents to prove your experience.

05. The bidder or his authorized representative is permitted to attend the opening of the bid.

06. The security deposit must be cash deposit for Item No.02

07. Further information can be obtained by calling 032- 2265234.

2024.12.04

H.M.S.P.Herath,
Chairman/ District Secretary,
Departmental Procurement Committee
Administrative District –Puttalam.