



UNIVERSITY GRANTS COMMISSION

PROCUREMENT NOTICE

Bid Invitation for the Selection of a Service Provider to operate the Cafeteria

Sealed bids will be received by the Chairman, Department Procurement Committee on behalf of the University Grants Commission (UGC) **up to 3.00 p.m. on 10.05.2024** to procure a suitable service provider to operate the Self Service Cafeteria at the University Grants Commission for a period of one (01) year. The service provider should provide morning breakfast and lunch. The lunch could either be provided as Buffet Method (Self Service) or Counter Method.

Bids received will be opened at **3.00 p.m. on 10.05.2024** at the New Boardroom at the Secretariat of the University Grants Commission at No. 20, Ward Place, Colombo 07, immediately after closing of acceptance of bids. Bidders or their authorized representatives can be present at the bid opening.

Relevant bid documents can be obtained from the Senior Assistant Secretary / General Administration of the UGC from **26.04.2024 up to 10.05.2024** on working days between **9.30 a.m. and 3.00 p.m.** on submission of a receipt received for the payment of a non-refundable fee of **Rs. Five Hundred (Rs. 500/=)** by cash made to the Shroff of the University Grants Commission.

An amount of Rs. **Three Thousand (Rs. 3,000/=)** should be paid by cash to the Shroff of the University Grants Commission as a Bid Security. The official cash receipt thus received for the relevant payment should be submitted along with the bids.

The cover containing the sealed bids should be marked "Procurement to obtain a Service Provider for the Self Service Cafeteria" at the left side top corner and could either be sent by registered post addressed to Chairman, Department Procurement Committee, University Grants Commission, No. 20, Ward Place, Colombo 07 or placed in the Tender Box kept at the office of the Senior Assistant Secretary / General Administration, to be received at or before **3.00 p.m. on 10.05.2024**.

The University Grants Commission shall not be held liable relevant to any expenses / costs incurred by the bidders in the preparation or submitting of bids.

For further details, contact the Senior Assistant Secretary / General Administration on Tel No. **011-2685183**.

**Chairman / Institutional Procurement Committee,
University Grants Commission,
No. 20, Ward Place,
Colombo 07.**