



**University Grants Commission  
Invitation for Bids**

**Sale of 01 No. of Used Vehicle - 2025**

**Contract No : UGC/Admn/12**

1. The Chairman, Departmental Procurement Committee on behalf of the University Grants Commission invites sealed bids for the sale of 01 no. of vehicle as shown in the schedule below.

Vehicle No.	Mark	Model	Engine Capacity	Qty
KQ - 5408	Toyota	Land Cruiser	4461.00 CC	01

2. Interested bidders may obtain further information from Senior Assistant Secretary/ General Administration, University Grants Commission, No. 20, Ward Place, Colombo 07 (Phone 011-2685183) and inspect the vehicle at the premises of the University Grants Commission from **12<sup>th</sup> March 2025 to 25<sup>th</sup> March 2025** between **9.00 a.m. to 3.00 p.m.** on working days.
3. A set of bidding documents could be purchased by interested bidders from **12<sup>th</sup> March 2025 to 25<sup>th</sup> March 2025** between 9.00 a.m. and 3.00 p.m. on working days on submission of a written request to the Senior Assistant Secretary/General Administration, University Grants Commission and the official receipt received for the payment of a non-refundable fee of Rs. 5,000.00 (Rupees Five Thousand). The payment should be made in cash to the Shroff/UGC.
4. All the bids should be accompanied with a bid security of Rs. 100,000.00 (Rupees One Hundred Thousand) which is to be valid for a period of 90 days from the date of closing of bids or should be paid in cash to the Shroff/UGC.
5. Duly filled bidding documents with a duplicate, marked **“Original”** and **“Duplicate”** in two separate sealed envelopes, both envelopes enclosed in a bigger envelope, marked **“Sale of 01 no. of used Vehicle - 2025”** on the top left hand corner of the envelope should either be sent by Registered Post to the address given below, or deposited in the Tender Box kept at the General Administration Division of the University Grants Commission, No. 20, Ward Place, Colombo 07, to be received before **3.00 p.m. on 25<sup>th</sup> March 2025**. Late bids will be rejected.
6. Bids will be opened on **25<sup>th</sup> March 2025 at 3.00 p.m.** immediately after closing of bids at the New Board Room of the University Grants Commission in the presence of the bidders, or their representatives at the address given below. University Grants Commission will not be made liable or responsible for any delay, or misplacement occurs in the post or otherwise, with regard to bids.

7. After the declaration of the acceptance of the bid is made, the successful bidder should pay the bid price within 03 days and remove the vehicle within 07 days of the date of the awarding date. The payment should be made in cash only.
8. If the selected bidder does not pay the due amount on or before the stipulated date, his bid will be rejected and the bid will be awarded to the next highest bidder.
9. If the bid is rejected according to Section - 8 of Invitation for Bids, Bid security of such bidder will be forfeited by the University Grants Commission.
10. The Bid shall be valid until **24<sup>th</sup> June 2025**.
11. Bid submitted in contrary to the advice/instructions and conditions given here will be rejected

Chairman  
Departmental Procurement Committee  
University Grants Commission  
No. 20, Ward Place  
Colombo 07.

**12<sup>th</sup> March 2025**