



INVITATION FOR BIDS
University Grants Commission
Invitation for Bids (IFB)
Provision of Cleaning and
Janitorial Service to the
University Grants Commission
Secretariat

Contract No. UGC/Admin/05/01/II

1. The Chairman, Departmental Procurement Committee (DPC), on behalf of University Grants Commission invites sealed bids up to **3.00 p.m. on 12th November 2025** for provision of Cleaning and Janitorial Service for No. 20, Ward Place and No.94/10, Ananda Rajakaruna Mawatha, Colombo 08 office Premises.
2. Detailed description of the requirements is given in the bidding document.
3. The Intended Service Period is 365 days.
4. Bidding will be conducted through the National Competitive Bidding Process.
5. Interested eligible bidders may obtain further information from Deputy Secretary/ General Administration via T.P. No. 011 2685183 and inspect the Bidding Documents at the General Administration Division, University Grants Commission, No.20, Ward Place, Colombo 07.
6. A complete set of Bidding Documents in English Language may be purchased by interested bidders on submission of a written application and upon payment of a non-refundable fee of Sri Lankan Rupees Three Thousand (**Rs. 3,000/-**) during office hours on working days from the office of the Deputy Secretary/ General Administration, University Grants Commission, Ward Place, Colombo 07. The method of payment will be by cash to the Shroff.
7. All bidders except Government Institutions should submit a refundable security deposit of Sri Lankan Rupees Sixty Six Thousand Only (**Rs. 66,000/-**) obtained from a recognized commercial bank operating in Sri Lanka which is approved by the Central Bank of Sri Lanka. (Bid Security shall be valid until **24th February 2026.**)
8. Accordingly, parties who are interested in supplying of Cleaning and Janitorial service should submit bids including all the details of Cleaning and Janitorial service. When submitting bids, two copies of the bids should be prepared as "original" and "copy" which should be enclosed in separate sealed envelopes mentioning "original" and "copy" on those envelopes. Both envelopes should be included in a single envelope, sealed, and submitted.
9. **"Provision of Cleaning and Janitorial Services"** should be stated on the top left-hand corner of the envelope that carrying the bid.
10. Bids must be delivered to Chairman, Departmental Procurement Committee, University Grants Commission, No. 20, Ward Place, Colombo 07 at or before **3.00 p.m. on 12th November 2025**. Late Bids and Bids sent electronically will not be accepted and will be rejected.
11. Bids will be opened immediately after the closing time at the New Boardroom of the University Grants Commission and the bidder or his authorized representative can be present at this occasion.
12. University Grants Commission will not be responsible for any costs or any expenses incurred by the Bidders in connection with the preparation or delivery of Bids.

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