



Rajarata University of Sri Lanka - Mihintale
Invitation for Bids
Providing Photocopying and Printing Services - 2024/2025
Contract No - RJT/ADM/AD4/03/2024-2025

1. The Chairperson, Department Procurement Committee on behalf of the Rajarata University of Sri Lanka invites sealed bids from eligible and qualified bidders/individuals for providing Photocopying and Printing Services for the following premises (Four Centers) of the Rajarata University of Sri Lanka in **Anuradhapura, Saliyapura** and **Mihintale** for a period of one year from 15.10.2024 to 14.10.2025.
2. Bidding will be conducted through the National Competitive Bidding procedure.
3. Bidder should have a minimum 2 years experience in the field of handling photocopying and printing services. Additional details are provided in the Bidding Documents.
4. Interested bidders may obtain further information from the Senior Assistant Registrar (General Administration) at Rajarata University of Sri Lanka between 9.00 a.m. and 3.00 p.m. on weekdays by calling on Tel: No. 025- 2266781 or via <https://www.rjt.ac.lk/notice/> and inspect the Bidding Documents at the General Administration Division, Rajarata University of Sri Lanka, Mihintale.
5. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the Senior Assistant Registrar, General Administration Division, Rajarata University of Sri Lanka, and upon payment of a non-refundable fee of Rs 1,000.00 payable to Bursar, Rajarata University of Sri Lanka by cash or to be credited to Bank Account Number 008-1-001-8-1725841 of Peoples Bank, Anuradhapura Branch.
6. Bids will be closed at 14.00 hours on 19th September 2024.
7. Bidding documents prepared in English Language and dully filled completed bidding documents along with the separated sealed duplicate, insert into the sealed envelopes, marked the **Name of the quotation, Contract No., and Closing date** on the top left-hand corner of the envelope, should either be sent to receive before 14.00 hours on 19th September 2024 by registered post to below address or insert into the tender box kept at the Office of the Registrar, 2nd floor, Main Administration Building, Rajarata University of Sri Lanka, Mihintale.
8. The amount of Bid Security shall be Rs. 10,000.00 should be paid to Shroff, Rajarata University of Sri Lanka, Mihintale or to be credited to Bank Account Number 008-1-001-8-1725841 of Peoples Bank, Anuradhapura Branch and receipt should be sent along with the request to collect the bidding documents
9. Bids will be opened on 19th September 2024 at 14.00 hrs. (Soon after closing the bids) in the presence of bidders or their authorized representatives at the same place as above.
10. Late bids will be returned unopened.

The Chairperson
Department Procurement Committee
Rajarata University of Sri Lanka
Mihintale

30.08.2024