



## Procurement Notice

### Department of Government Printing

N-41

Contract No. : DGP/OS/04/Clean.s/2024-2025

### Provision of Cleaning Service

Bids are invited under National Competitive Bidding only from reputed Suppliers who meet the requirements mentioned below for maintaining Cleaning Services relevant to proposed places in the Department of Government Printing premises located at No. 118, Dr Danister de Silva Mawatha, Colombo 08 for a period of One Year (2024/2025).

**Basic requirements to be met are as follows :**

1. Business should be registered for the abovementioned Service under Business Registration Act.
2. Should possess a minimum of 3 years experience in the nearest preceeding years in providing cleaning services in Government Ministries, Departments and reputed Institutes and should be an institute already engaged in providing such services.  
(Note : Certified Photocopies of relevant certificates related to qualifications referred in 1 and 2 above should be attached to the application).
3. To obtain Bid Documents a written request should be submitted by the Government Printer. After the request is made, a non-refundable sum of Rs. 2500.00 should be paid to the Shroff of the Department of Government Printing and the receipt obtained for same should be forwarded to the Other Supplies Division of the Department of Government Printing located at the address below from 03.04.2024 up to 24.04.2024 and obtain Bid Documents on working days of the week from 9.00 a.m. and 3.00 p.m. Relevant Bid Documents could be inspected free of charge.
4. Bidders should submit a Bid Surety/Bank Guarantee of Rs. 100,000.00 obtained in favour of Government Printer from a commercial bank registered with Central Bank of Sri Lanka or the receipt issued for the cash payment of this sum to Shroff Counter of the Accounts Division of the Department of Government Printing.
5. Duly perfected Bid Documents should either be sent by Registered Post or deposited in the Procurement Box kept at the Other Supplies Division of the Department before 2.00 p.m. on 25.04.2024. The top left-hand corner of the envelope containing bids should be marked as "**Bids for the Cleaning Services of Department of Government Printing - 2024/2025**". Bids will be closed at **2.00 p.m. on 25.04.2024** and opened immediately thereafter. Bidders or their representatives could be present at the time.
6. Pre Bid Meeting will be held at **10.00 a.m. on 18.04.2024** at the Auditorium of the Department.
7. Further details could be obtained on working days of the week from 8.30 a.m. to 3.30 p.m. at the "Other Supplies Division" Office at the following address.

**Chairman,  
Department Procurement Committee,  
Department of Government Printing,  
No. 118, Dr Danister de Silva Mawatha, Colombo 08.  
Telephone : 011-2673311 Fax : 011-2698653  
Website : [www.documents.gov.lk](http://www.documents.gov.lk)  
Email : [othersupplydgp@gmail.com](mailto:othersupplydgp@gmail.com)**