



# National Gem And Jewellery Authority

Ministry of Industries



## INVITATION FOR BIDS (IFB)

### Janitorial Service - 2023

#### BID NO - NGJA/18/13/2023

The Chairman, Department Procurement Committee on behalf of the National Gem And Jewellery Authority invites sealed bids from qualified bidders, to select a suitable agency for the Janitorial Service.

Description of the Procurement	Price & Date
Non-refundable document fee	Rs. 1,000.00 + SSCL 2.5% +VAT 15%
Bid Security / Bid bond	Rs.10,000.00
Last date & time of accepting Bid documents	13.10.2023 at 10.00 a.m.
Date & Time of Bid Opening	13.10.2023 at 10.05 a.m.

Location	No. of Supervisor	No. of Labor
Colombo Head Office	01	06
Rathnapura Regional Office	-	04
Eheliyagoda Regional Office	-	02
Naula Regional Office	-	01
Monaragala Regional Office	-	01
Galle Office	-	01
Rathnapura - Demuwawatha- Gem Tower	01	02

### Conditions -

- (i) Bidding will be conducted through National Competitive Bidding procedure. (NCB)
- (ii) A Complete set of Bidding Documents could be purchased on the submission of a written application to the Assistant Director (Procurement), Procurement Division, National Gem And Jewellery Authority, No 12, "Macksons Tower", Alfred House Gardens, Colombo 03, and upon payment of a non-refundable fee of Rs. 1,000.00 + 2.5% SSCL (Rs.25.00) + 15% VAT (Rs.153.75) = (Total - Rs.1,178.75) to the Cashier of the NGJA, on normal working days between 9.00 a.m. to 3.00 p.m. from 22.09.2023 to 12.10.2023. The mode of payment will be in cash.
- (iii) Bids must be sent to the, The Chairman - Department Procurement Committee, National Gem And Jewellery Authority, No 12, "Macksons Tower", Alfred House Gardens, Colombo 03, by registered post or deposited in the Tender Box available at National Gem And Jewellery Authority, 4<sup>th</sup> Floor Supply Division, before 10.00 a.m. on 13.10.2023. Please indicate as "Janitorial Service -2023" on the top left hand corner of the sealed envelope.
- (iv) Completed Bid Documents should be accompanied by a bank guarantee / bid bond for the value relevant to the bid documents as indicated and issued by a commercial bank valid for a minimum period of 119 calendar days from the date of opening of bids. (From 13.10.2023 to 09.02.2024)
- (v) Bids will be opened at National Gem and Jewellery Authority, 7<sup>th</sup> Floor Auditorium at 10.05 a.m. on 13.10.2023. The bids received after 10.00 a.m. will be rejected and returned unopened. The bidder or his representative may participate at the bid opening.

**Further details: Assistant Director (Procurement) - 071 536 2 536 / 0112 332 197**

**The Chairman - Department Procurement Committee  
National Gem and Jewellery Authority**

No.12, "Macksons Tower", Alfred House Gardens, Colombo 03, Sri Lanka.  
**Tele:** 011-2329295, 2325364, and 2390645-8 **Fax:** 011-2320758, 011-2332197  
**Web site:** [www.ngja.gov.lk](http://www.ngja.gov.lk)