

Instructions & Conditions for the Tenders

Southern Province Industry Service Center of Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons, Co-operative Development and Vocational Training & Skills Development has been decided to relocate in a new Building at Galle City limits or suburbs.

01. Proposed Building would have following requirements & facilities.
 - I. Electricity, water, telephone and sanitary facilities
 - II. Minimum Office space 1800-2000 Square Feet.
 - III. Should have clear ownership & legal right to proposed building.
 - IV. Should be located bordering to main roads and the people should have easy access to the place.
 - V. Parking space for at least three vehicles.
02. Applications could be obtained by paying Rs.500/- to the Southern Province Regional Office or the Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons, Co-operative Development and Vocational Training & Skills Development on or before 2019/07/01 till 10.00 a. m.
03. Quotations are accepted up to 2019/07/01 till 02.00 p.m.
04. Quotations shall be valid for Two years from the date of rent agreement signed.
05. The renter should have completed the construction at the time of the bidding. The building should be fully completed.
06. Rent owner should maintain the building.
07. Advances would not be paid & rentals will be paid monthly.
08. The sealed quotations should be delivered to the below address on or before 2019/07/01 at 02.00 p.m. by registered post or hand delivery to the Tender Box at the Ministry Procurement Division. On the top left-hand corner of the envelope should be marked **“Quotations for Southern Province Regional Office”**.

Address:

Chairman
Ministry Procurement Committee
Ministry of Industry & Commerce, Resettlement of Protracted
Displaced Persons, Co-operative Development and Vocational
Training & Skills Development,
No 73/1, Galle Road,
Colombo 03.

Telephone Number: 011-2327069
011-2347392

You should consider about the followings.

Delayed bids will be rejected. Bids will be opened in the Procurement section of the Ministry as soon as the bidding period is over. The applicant or his authorized representative can participate in the opening. The Ministry Procurement Committee has the final decision on the selection of a suitable Office Building.

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(For office use only.)

Chairman
 Ministry Procurement Committee
 Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons,
 Co-operative Development and Vocational Training & Skills Development

Obtain a Suitable Office Building on Rent for Southern Province Regional Office

01. Bidder's Name :

02. Bidder's Address :

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03. Telephone Number :

04. Address of the Building :

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(A Road map should be attached.)

05. Square Feet's of the Building :

06. Parking Space in the office premises :

07. Expected Monthly Rent (Without Tax)

I. In Words :

II. In Numbers :

08. If registered for VAT, VAT Registration Number:

(Copy of VAT Registration should be attached.)

09. Application Fee and paid Date :

10. Receipt No :

(Copy should be attached.)

11. National Identity Card/ Business Registration No:

(Copy of Business Registration should be attached/)

12. The applicant should have a clear ownership & right for the proposed building and evidence of the ownership should be submitted with the document.

I hereby certify that the above details are correct and that the building mentioned herein is compile with at the time of making the offer and that the instructions and conditions of the tender are accepted.

Date:

Applicant's Signature :

N. I. C. Number :