



Democratic Socialist Republic of Sri Lanka
Ministry of Public Security and
Parliamentary Affairs



**DEPARTMENT OF
IMMIGRATION AND EMIGRATION**

INVITATION FOR BIDS

**Procurement for obtaining a building
for 05 years on monthly rent basis for
the Matara Regional Office of the
Department of Immigration and
Emigration**

Contract No. (IFB) : DIE/PRO/03/2026/52

1. Sealed bids are invited by the Chairman, Departmental Procurement Committee, Department of Immigration and Emigration from eligible suppliers for obtaining a building for a minimum period of 5 years on monthly rent basis for the Matara Regional Office.
2. Interested bidders may obtain further details from the Deputy Controller (Procurement), Procurement Division, Department of Immigration and Emigration, 05th Floor, "Suhurupaya", Sri Subuthipura Road, Battaramulla (Telephone No. 011-2101515).

Bid documents may be obtained and inspected between 9.00 a.m. and 3.00 p.m. on any working day from the following places:

- Procurement Division, Department of Immigration and Emigration, 05th Floor, "Suhurupaya", Sri Subuthipura Road, Battaramulla –
(Set of bid documents may be obtained on submission of the receipt obtained from the Shroff Counter upon payment).
 - Matara Regional Office, No. 09, Sri Wijaya Building, Rahula Road, Matara
(Set of bid documents may be obtained on submission of the bank slip obtained upon crediting the payment to the official bank account of Controller General of Immigration and Emigration bearing No. 7041443 maintained at Battaramulla Branch of Bank of Ceylon).
3. Provision of Service: Immediately after signing the agreement
 4. Bidders should fulfill the following minimum qualification level.

Situation:

- Should be situated within maximum 2 km in a main road from the Matara Main Bus Stand
- Should be located in a place where public transport service can be used and where general public can easily access.

Facilities:

- Should have three phase electricity of 60A or above (Should have a certificate from a Chartered Electrical Engineer)
- Should have the pipe borne water supply of the National Water Supply and Drainage Board and should have installed the required facilities to have continuous water supply
- Should have adequate parking facilities to park the motor cars and motor cycles of the staff (Minimum 600 sq. ft. (30 ft x 20 ft) size.)
- Should have a hut outside the building for the security officers to stay
- Should have at least two or more toilets that could be used by the general public
- Should have at least two toilets inside the building for the staff
- Having an easy access way for the persons with special needs will be an additional qualification
- Should give on lease for at least five (05) years
- Should ensure clear title

5. Requirement of Space:

Division	Description	Minimum Sq. Ft.
Head Office Premises	For the Duties of Officers, Restroom, Store Room and Meeting Hall	4000
Waiting Area of the General Public	Adequate space and ventilation for the general public calling over for obtaining services	1600

6. Letter of Award of contract will be issued to the bidder who has submitted the minimum bid after comparing to the government valuation and the valuation submitted by the bidders only after the Evaluation Committee is satisfied regarding the situation of the building, condition and suitability for the requirement. If the minimum bidder is unable to supply a building in good condition, the contract will not be awarded. Expenses incurred for obtaining the government valuation report will be recovered from the bidders.
7. A complete set of bid documents in Sinhala language may be obtained on submission of a written application upon payment of a non-refundable fee of Rs. 1000/- in cash.
8. Bids should be perfected in duplicate as "Original" and "Duplicate" and should be inserted in separate covers, sealed, mentioning "Obtaining a Building for a period of minimum five (05) years on monthly rent basis for the Matara Regional Office" on the left top corner of the envelope and should be delivered to the Department of Immigration and Emigration, 5th Floor, Procurement Division, "Suhurupaya", Sri Subuthipura Road, Battaramulla to receive at or before 2.00 p.m. on 08th July 2026. Late bids will be rejected. Bids will be opened at 2.00 p.m. on 08th July 2026 in the presence of the representatives of the bidders after closing of bids.

**Chairman
Departmental Procurement Committee
Department of Immigration and Emigration
05th Floor, "Suhurupaya",
Sri Subuthipura Road,
Battaramulla.**