



Ministry of Public Security  
Department of Immigration and  
Emigration



**Invitation for Bids**

**Procurement for the Selection of a Service Provider for the  
Cleaning Service to Department of Immigration and Emigration**

**Contract No. (IFB): DIE/PRO/03/2023/45**

1. Sealed Bids are hereby invited from qualified and eligible bidders for the provision of Janitorial and Cleaning Services to the following offices of the Department of Immigration and Emigration by the Chairman of the Department Procurement Committee of the Department of Immigration and Emigration.

2.

1	Head Office, 'Suhurupaya' Sri Subhuthipura, Battaramulla.
2	Kandy Regional Office
3	Vavuniya Regional Office
4	Kurunegala Regional Office
5	Matara Regional Office
6	Officers Rest Room at Trincomalee Harbour
7	Officers Rest Room at Katunayake Air Port
8	Officers Rest Room at Hambantota Port
9	Rest Room at Mattala International Airport
10	Rest Room at Jaffna International Airport
11	Colombo Port Office
12	Galle Port Office
13	Welisara Foreigner Retention Centre

3. Bidding will be conducted through national competitive bidding procedure.
4. Interested bidders can obtain further particulars in this connection from **Deputy Controller (Procurement) Procurement Section, Department of Immigration and Emigration, 05th Floor, 'Suhurupaya', Sri Subhuthipura Road, Battaramulla** and bid documents can be inspected at the same address on any working day from **9.00 a.m. to 3.00 p.m.** Contact No - **011-2101559**.
5. A complete set of printed bid documents can be obtained from **27.10.2023 upto 16.11.2023** on working days of the week from **9.00 a.m. to 3.00 p.m.** on paying a non-refundable fee of Rupees Five Thousand Five Hundred (Rs. 5500.00) and making a written request to Deputy Controller (Procurement) Procurement Section, Department of Immigration and Emigration, 5th Floor, 'Suhurupaya' Sri Subhuthipura Road, Battaramulla. Payments should be made in cash.
6. Duly perfected bids in duplicate as 'original' and 'duplicate' should be enclosed in separate envelopes and thereafter these should be inserted in a single envelope and clearly marked with the name of the relevant contract and IFB No. on the left-hand top corner of this sealed envelope should be sent either by registered post addressed to **Chairman, Department Procurement Committee, 5th Floor, Procurement Section, Department of Immigration and Emigration, 'Suhurupaya', Sri Subhuthipura Road, Battaramulla** to be received at or before **2.00 p.m. on 17.11.2023** or may be hand delivered. Late Bids will be rejected. Bids will be opened soon after closure of acceptance in the presence of the Bidders' representatives who choose to attend.
7. Bids submitted should be valid for 105 days from the last day for acceptance of Bids or any extended period stipulated by the purchaser.
8. Pre-bid meeting will be held on **07.11.2023 at 2.00 p.m.** at the **Procurement Section, Department of Immigration and Emigration, 5th Floor, 'Suhurupaya', Sri Subhuthipura Road, Battaramulla.**

**The Chairman**  
**Department Procurement Committee**  
**Department of Immigration and Emigration**  
**05th Floor, 'Suhurupaya',**  
**Sri Subhuthipura Road,**  
**Battaramulla.**