



Democratic Socialist Republic of Sri Lanka
Ministry of Public Security and Parliamentary Affairs
DEPARTMENT OF IMMIGRATION AND EMIGRATION
INVITATION FOR BIDS



Procurement for the selection of a Service provider of Cleaning and Janitorial Services for the Department of Immigration and Emigration
Contract No (IFB) :DIE/PRO/03/2024/115

1. The Chairman, Departmental Procurement Committee (DPC) of the Department of Immigration and Emigration invites sealed bids from eligible and qualified bidders for providing cleaning and janitorial services for the following offices.

2.

1. Head Office ‘Suhurupaya’, Sri Subhuthipura Rd, Battaramulla.	2. Regional Office - Kandy-
3. Regional Office -Vavuniya	4. Regional Office - Kurunegala
5. Regional Office- Matara	6. Officers’ Restroom at the Trincomalee Port
7. Officers’ Restroom at the Bandaranaike International Airport, Katunayake	8. Officers’ Restroom at the Hambantota Port
9. Officers’ Restroom at the Mattala International Airport	10. Officers’ Restroom at the Jaffna International Airport
11. Office of the Colombo Port	12. Office of the Galle Port
13. Foreigner Detention Centre at Welisara	

3. This Bidding will be conducted through National Competitive Bidding (NCB) Procedure.
4. Interested bidders may obtain further information from the Deputy Controller (Procurement), Procurement Division, 05th Floor, Department of Immigration and Emigration, ‘Suhurupaya’, Sri Subhuthipura Road, Battaramulla and inspect the bidding documents at the same address from 9.00 am to 3.00 pm on any working day. Contact Number :011-2101559
5. A complete set of Bidding Documents may be purchased by interested bidders on submission of a written application to the Deputy Controller (Procurement), Procurement Division, 05th Floor, Department of Immigration and Emigration, ‘Suhurupaya’, Sri Subhuthipura Road, Battaramulla from 9.00 a.m. to 3.00 p.m. on working days from **22.04.2025** until **08.05.2025** upon the payment of a non-refundable fee of Rupees Eight Thousand (Rs.8,000.00). Payment shall be made in cash.
6. Completed bids with two copies as ‘Original’ and ‘Duplicate’, accompanied by a Bid security of Rupees Four Lakhs (Rs. 400000.00), shall be enclosed in separate envelopes and those envelopes shall be enclosed in a single envelope. Relevant name and the Number of the Contract shall be clearly indicated on the top left hand corner of the envelope and shall be hand delivered or sent by registered post to the Chairman, Departmental Procurement Committee, Procurement Division, 5th Floor, Department Of Immigration and Emigration, ‘Suhurupaya’, Sri Subhuthipura Road, Battaramulla to reach on or before 2.00p.m. on **09.05.2025**. Late bids will be rejected. Bids will be opened immediately after closing of bids in the presence of the representatives of bidders who choose to attend.
7. Bids shall be valid for a period of Hundred and five days (105days) or any extended period from the date fixed for receiving bids (09.05.2025).
8. The Pre- Bid Meeting will be held at **2.00 p.m.** on **30.04.2025** at the Procurement Division, 05th Floor, Department of Immigration and Emigration, ‘Suhurupaya’, Sri Subhuthipura Road, Battaramulla.

Chairman,
Departmental Procurement Committee,
05th Floor,
Department of Immigration and Emigration,
‘Suhurupaya’,
Sri Subhuthipura Road,
Battaramulla.