



**UNIVERSITY GRANTS COMMISSION**  
**INVITATION FOR BIDS**  
**PROVISION OF MOTOR CARS UNDER MONTHLY HIRING BASIS**

The Chairman, Departmental Procurement Committee on behalf of the University Grants Commission, invites sealed bids from the eligible suppliers/owners for supply of two Motor cars for a two year period (24 months) on fixed Operational Leasing Basis, subject to the condition that vehicle supplier provides total maintenance of the vehicle/s for road worthy condition.

Eligible suppliers should be vehicle agents who are franchise holders of vehicle brands available in Sri Lanka, financial institutions registered under the Central Bank of Sri Lanka, and car rental services (i.e. Rent a Car Companies) with at least 05 vehicles in the fleet.

A complete set of Bidding documents could be obtained from the Senior Assistant Secretary / General Administration, University Grants Commission, No.20, Ward Place, Colombo 7 on working days from **26<sup>th</sup> July 2024** to **08<sup>th</sup> August 2024** between **9.00 am** and **3.00 pm** upon payment of non-refundable fee of Rs 3,000/= (Rupees Three Thousand only) for each bid to the Shroff, University Grants Commission.

The supplier can submit the bid for one (01) vehicle or two (02) vehicles.

All bids must be accompanied by a refundable Bid Security for a value of Rs.60,000/= (Rupees Sixty Thousand only) per vehicle if bid for one vehicle or Rs.120,000/= (Rupees One Hundred Twenty Thousand Rupees only) if bid for two vehicles paid in cash to the Shroff/ University Grants Commission or bank guarantee obtained from a recognized Commercial Bank registered under the Central Bank of Sri Lanka which is to be valid **20<sup>th</sup> November 2024**. Any Bid not accompanied by a valid Bid Security will be rejected.

Duly completed sealed bids marked as **“Bid for the supply of Motor Cars under operational leasing basis to the UGC”** at the top left hand corner of the envelop along with a duplicate should be sent by the registered post to the Chairman,, Departmental Procurement Committee, University Grants Commission, No. 20, Ward Place, Colombo 07 or deposited in the Tender Box kept at the office of the Senior Assistant Secretary / General Administration, University Grants Commission, No. 20, Ward Place, Colombo 07 on or before **3.00 pm** on **8<sup>th</sup> August 2024**.

Bids received will be opened immediately after closing of bids on **8<sup>th</sup> August 2024** at **3.00 pm** at the New Board Room. Suppliers or their authorized representatives are permitted to be participated for the opening of the Bids.

The University Grants Commission will not be responsible for any cost or expenses incurred by suppliers in connection with the preparation or the submission of Bids.

Further information could be obtained from Senior Assistant Secretary, General Administration at University Grants Commission on Tele.011-2685183/ 071 836 5022

Chairman  
Departmental Procurement Committee  
University Grants Commission  
No. 20, Ward Place  
Colombo 07  
**26.07.2024**