



UNIVERSITY GRANTS COMMISSION

PROCUREMENT NOTICE

PROCUREMENT OF OFFICE SPACE FOR THE UNIVERSITY GRANTS COMMISSION

The Chairman, Departmental Procurement Committee on behalf of the University Grants Commission invites sealed bids up to 3.00 p.m. on 19th February 2025 for Procurement of Office Space for the UGC on rent / lease basis for a period of 02 years. Only the building owners or legally authorized persons shall bid.

The building shall comply with the following requirements and facilities.

- The required building shall be located within 5 Km from the UGC Secretariat, No. 20, Ward Place, Colombo 07.
- The floor area shall be approximately 7,000 square feet.
- Adequate washroom facilities separately for males and females.
- Owner should be willing to permit the UGC to refurbish/ re-arrange the existing setting to an office environment as per the requirements of the UGC.
- Easy access from the public road.
- Availability of adequate parking space for minimum of 4 vehicles in the building premises.
- Availability of separate three phase electricity supply.
- Availability of separate telephone connection/s.
- Elevator facilities should be available if it is more than 2 floors.
- Shall be in a well-protected area with separate pipe borne water, good sanitary facilities and a sewerage system.

Bids should be submitted (in the prescribed format only) indicating the extent of the building, expected monthly rent/ lease, terms and conditions, existing facilities, contact details for visiting the premises, proof of ownership (copy of the deed). Bidding documents could be obtained from the Senior Assistant Secretary/General Administration, University Grants Commission from 30th January 2025 by submitting the official receipt received for the payment of a non-refundable fee of Rs.3,500/- (Rupees Three Thousand Five Hundred). The payment should be made in cash to the Shroff, University Grants Commission.

Sealed Bids marked as "**Procurement of Office Space for the University Grants Commission**" at the top left hand corner of the envelope should be sent by 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 at or before **3.00 pm on 19th February 2025**.

Bids received will be opened immediately after closing of bids at 3.00 p.m. at the New Boardroom of the University Grants Commission Secretariat, No. 20, Ward Place, Colombo 07.

The University Grants Commission will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or submission of bids.

For further details you may contact the Senior Assistant Secretary/ General Administration over the Telephone No. 011-2685183.

Chairman
Departmental Procurement Committee
University Grants Commission,
No. 20, Ward Place.