



COLOMBO MUNICIPAL COUNCIL

As per the Standard By-Laws of Colombo Municipal Council published in the Extraordinary Gazette Notification No. 2245/30 dated 17.09.2021

(Local Authorities (standard By-Laws) Act no 6 of 1952 - Extraordinary Gazette Notification No. 541/17 dated 20.01.1989; Tender Notice as per the Part V of the by Law)

INVITATIONS TO TENDER / BID

Municipal Commissioner of Colombo Municipal Council invites sealed tenders for the following **supply of services / supply of materials** from eligible and qualified tenderers / bidders.

Serial No.	Tender No.	Description	Eligibility of Tenderers / Bidders	Non-refundable Tender/ Bidding Document Fee	Value of Bid Bond / Security Rs.
1.	CPD/11/1826/2021	Purchase of Stationery & Office Needs	Suppliers/Service Providers having Experience in this type of supplies/services with Business Registration	Rs.5,400.00	Unconditional on demand guarantee for Rs. 50,000.00

Tender document (Original & Duplicate) could be obtained by **two methods**

Method 01 - Download from the **CMC** website (www.colombo.mc.gov.lk)

- i. Non-refundable Tender / Bidding Document fee can be paid by following method.
 - a) Any People's Bank branch to credit **People's Bank, Town Hall branch, Acc No: 167-1-001-6-3169425.**
 - b) Payment counters of following Municipal premises of Colombo city limit from 9.00 a.m. to 3.00 p.m. on week days.

➤ **District Office 04**
No: 147, High Level Road,
Kirulapone,
Colombo 06.

➤ **Drainage & Water Supply Division,**
Maligakanda,
Colombo 10.

- ii. It is mandatory to attach the original receipt / slip with the tender / bidding document.

Method 02 - Collect from Town Hall Premises.

- a. Tender / bidding document could be obtained from the office of **Central Procurement Department, Colombo Municipal Council, Town Hall, Colombo 07 on submission of a written request during working days from 9.00 a.m. to 3.00 p.m. till 29/11/2021, upon payment of nonrefundable tender document fee for each tender / bidding** to the shroff counters of Town Hall Premises.
- b. Tender /bidding documents will not be available on the website / issued after **3.00 p.m. on 29th November 2021.**
- c. **For requested Validity period of the bid bond / security and offer please refer the tender / bid document.**
- d. The ORIGINAL duly filled sealed tender / bidding document with the DUPLICATE should be deposited in the Tender box kept at the **Municipal Secretary's Department, Town Hall, Colombo 07 on or before 10.00 a.m. on 30th November 2021.**
- e. **The Tender / bid will be closed at 10.00 a.m. on 30th November 2021** and tenders / bids received after closing time will be rejected and tenders / bids will be opened immediately thereafter. If this day is declared as a Public Holiday, tenders / bids will be closed at 10.00 hrs. on the following working day. The tenderers / bidders or authorized representatives are allowed to be present at the opening. Clarifications could be obtained from the Chief Accountant (Procurement) Tel: 0112-686389, 0112-686369, 0112-662329.
- f. Detailed invitation for tenders / bids will be issued with the tender / bidding documents. Please refer Circular Number PCA/13278 of Department of Register of companies attached with the tender / bidding documents.

Roshanie Dissanayake - Attorney at law

MUNICIPAL COMMISSIONER

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