



MINISTRY OF SCIENCE AND TECHNOLOGY  
INDUSTRIAL TECHNOLOGY INSTITUTE (ITI)

**BID NOTICE FOR  
STAFF OUTSOURCING SERVICE FOR THE YEAR 2025  
SUP/SD/24/262**

**NATIONAL COMPETITIVE BIDDING (NCB) PROCEDURE**

Sealed Bids are invited by the undersigned from prospective bidders for providing Staff Outsourcing Services to ITI for the year 2025.

The selected service providers are required to enter into an agreement with ITI for a period specified by the ITI.

All eligible bids to be submitted should be with Bid-Security of **Rs. 20,000/=** (Twenty Thousand Rupees only) along with an unconditional on demand guarantee obtained from a Commercial Bank approved by the Central Bank of Sri Lanka payable to the Director General of Industrial Technology Institute.

Tender forms will be available supplies section, ITI at **No. 503A, Halbarawa Gardens, Thaladena, Malabe** on payment of a non refundable fee of **Rs.1500/-**. The non refundable amount (Rs.1500/-) should be deposited at any branch of the Bank of Ceylon(BOC) by cash and submit the bank slip to the ITI Finance Division - Malabe.

<b>Name of the Account</b>	<b>- Industrial Technology Institute</b>
<b>Bank &amp; Branch</b>	<b>- BOC - Torrington</b>
<b>Account No.</b>	<b>- 2323303</b>
<b>Invoice No/Bid No.</b>	<b>- SUP/SD/24/262</b>

Tender forms will be issued from **28.11.2024** to **17.12.2024** between **9.00 am to 3.00 pm**. The completed bidding documents should be reached on or before **10.00 am** on **18.12.2024** under registered cover or could be deposited in the Tender Box available at **HR Section, Industrial Technology Institute, No. 503A, Halbarawa Gardens, Thaladena, Malabe**. Late bids will be rejected. The tender Name and Number should be marked on the top of the left hand corner.

Bids will be opened at the presence of the bidders' representatives who choose to attend in person at Industrial Technology Institute, No. 503/A, Halbarawa Gardens, Thaladena, Malabe, immediately after closing of bids.

Valid Certificate of Registration obtained from the Registrar of Public Contracts, as prescribed in Public Contract Act, No 3 of 1987, if the contract exceeds **five million rupees**.

For further details, please contact Supplies Section ([Tel:0112797314/0112797315](tel:0112797314/0112797315)).

Related documents will be available free of charge in order to inspect at supplies section of ITI - Malabe.

Bid documents can be downloaded from the institute website of [www.iti.lk](http://www.iti.lk)

The final decision will be the decision of the procurement committee.

**Chairman  
Department Procurement Committee  
Industrial Technology Institute  
No.503A, Halbarawa Gardens  
Thaladena  
Malabe.**