

Invitation For Bid
DEPARTMENT OF REGISTRAR GENERAL'S
Bids for Obtaining Photostat Service to The Registrar General's Department

Bids will be entertained up to **02.00 p.m. on 31st August 2026** by the Registrar General of the Registrar General's Department for Obtaining Photostat Service.

02. Bid documents can be obtained by submitting the receipt of non-refundable fee of **Rs.35,000.00** to the Shroff at the head office of this department to the Accountant (Supply) till **3.00 p.m. on 28.08.2026** and telephone number is 011-2860651/011-2889488/89 (223). Bid documents can be inspected at this office free of charge if required.

03. Bidders shall quote even for only one province office of the department and the bid securities shall be submitted separately for each province.

04. The values of the bid securities for each Province are as follows:

- The Bid Securities shall be valid up to **25th January 2027**.

Province	Bid Securities (Rs.)
Western Province	1,180,000.00
Uwa & Sabaragamuwa Province	270,000.00
Southern Province	340,000.00
Central Province	280,000.00
North Western & North Central Province	460,000.00
Nothern Province	160,000.00
Eastern Province	110,000.00
Sub Total	2,800,000.00

05. Bids will be closed at **02.00 p.m. On 31st August 2026** and will be opened immediately after the closing at the head office, Registrar Generals' Department 234/A3, Denzil Kobbakaduwa Mawatha, Baththaramulla. Bidders or their authorized agents will be permitted to be present on the time of Bid opening.

06. The Bidder shall also register themselves in terms of Public Contract Act No.03 of 1987. The original certificate of registration (PCA 03) shall be submitted with the bid

07. The procurement shall not be awarded to any bidder unless such bidder had submitted the PCA3 certificate.

08. A pre-bid discussion will be held with the bidders on **14.08.2026** at **10.00 a.m** at the Head Office of the Registrar General's Department.

09. As per bid conditions, the completed and sealed bidding documents with the said bid securities should be deposited in the tender box kept in this office with 02 copies or sent by registered post to the address of Registrar General, Registrar General's Department, No.234/A3, Denzil Kobbakaduwa Mawatha, Battaramulla. **"Procurement for Obtaining Photostat Service to The Registrar General's Department 2026/25"** should be mentioned at the top left corner of the envelope.

10. Bids will be opened at **2.00 p.m. on 31.08.2026** and the bids received after that time will be rejected.

Registrar General,
Registrar General's Department, No. 234/A3, Denzil Kobbakaduwa Mawatha, Battaramulla.
2026.08.07