



INVITATION FOR BIDS (IFB)

Service and Maintenance of 672 Nos. of Fujitsu Scanners in DRP Units at Island wide Divisional Secretariats for one year

IFB No: DRP/ACC/07/51/2025

1. The Chairman, Department Procurement Committee, Department for Registration of Persons invites sealed bids from eligible and qualified bidders for **Service and Maintenance of 672 Nos. of Fujitsu Scanners in DRP Units at Island wide Divisional Secretariats for one year.**
2. Bidding will be conducted through National Competitive Bidding. (NCB)
3. The interested and eligible bidders may obtain further information from the Accountant, Department for Registration of Persons on **011-5226172 during working days, from 9.00 a.m. to 3.00 p.m.** The bid documents can be inspected free of charge at the Accounts Division, Department for Registration of Persons **C Wing, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla** from **19.11.2025 to 08.12.2025, also through the department's web site (www.drp.lk).**
4. A complete set of Bidding Document in English language may be purchased by interested bidders on a submission of a written application to the Accountant, Department for Registration of Persons during working days from **19.11.2025 to 08.12.2025** between **9.00 a.m. and 3.00 p.m.** upon the payment of a non-refundable fee of **LKR Five thousand (5,000/-).** The method of payment will be cash.
5. Bids shall be delivered in duplicate marked as "Original" and "Copy", in one sealed cover to the address indicated in Para 3 or shall be deposited in the tender box placed at the **Accounts Division, Department for Registration of Persons, C Wing, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla** on or before **09.12.2025 at 2.00 p.m.** Bid shall be **valid up to Seventy Seven (77) days** from the deadline of bids submission or any extended date stipulated by the purchaser. Late bids will be rejected. Bids will be opened soon after closing of bids, in the presence of the bidders or their representatives who choose to attend.
6. The Name of the Contract and the IFB Number shall be stated on top left hand corner of the envelope of the bid. All bids shall be accompanied by a **Bid Security of LKR three hundred fourty thousand (340,000/-)** issued by any licensed commercial bank operating in Sri Lanka. Original bid security shall be provided.
7. Successful Bidder should be commence the service from **14.01.2026.**

**Chairman,
Department Procurement Committee,
Department for Registration of Persons,
12th Floor, "Suhurupaya",
Sri Subhuthipura Road,
Battaramulla.**