



SOUTH EASTERN UNIVERSITY OF SRI LANKA

INVITATION FOR BIDS

PROVIDING THE SERVICING, PREVENTIVE MAINTENANCE, AND REPAIR OF AIR CONDITIONING UNITS AT SOUTH EASTERN UNIVERSITY OF SRI LANKA – 2026-2027

The Chairman, Department Procurement Committee invites sealed bids to provide the servicing, preventive maintenance, and repair of air conditioning units at South Eastern University of Sri Lanka, at three locations; Oluvil, Sammanthurai and Malwatte from the competent registered Business Organizations, having a minimum of three years' satisfactory service experience in providing servicing, preventive maintenance, and repair of air conditioner units to government Institutions. .

All bids shall be accompanied by a Bid Security to the amount of Rs. 25,000/- to be valid until **11.09.2026**. The bid security should be obtained from any Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka in favour of the Vice Chancellor, South Eastern University of Sri Lanka.

A complete set of bidding document in English Language may be obtained by interested bidders on submission of a written request with the payment of non-refundable fee of Rs. 5,000.00 until **10.06.2026** **between** 9.00 a.m. to 2.30 p.m. on working days. The mode of payment shall be either by cash payable at Shroff of the University or in cash credited to the South Eastern University of Sri Lanka account number 228 1001 9000 1704 at People's Bank, Addalaichenai.

The bidding documents can also be requested by e-mail until **10.06.2026** up to 2.30 p.m. by e-mailing the request letter to dradmin@seu.ac.lk with the scanned copy of the paid bank slip of the non-refundable fee to the University account number 228 1001 9000 1704 at People's Bank, Addalaichenai or any branch of the People's Bank.

Bidders are strongly encouraged to attend a **pre bid meeting** scheduled to be held on **25.05.2026** at 10.30 a.m. in the Board Room of the South Eastern University of Sri Lanka, Oluvil.

Bidding documents **in duplicate**, marked "Original" and "Duplicate" in two separate sealed envelopes, putting them together in one sealed envelope, marked "**Providing the servicing, preventive maintenance, and repair of air conditioning units at South Eastern University of Sri Lanka 2026/2027**" on the top left hand corner of the envelope should either be sent by Registered Post to the address given below or deposited in the Tender Box kept at the Office of the Registrar, South Eastern University of Sri Lanka, to be received before **2.30 p.m.** on **12.06.2026**. Late bids will not be accepted.

Bids will be opened soon after the closing time of bids at the office of General Administration, SEUSL, Oluvil. Bidders or their authorized representatives are allowed to be present at the time of opening of the bids.

Further information can be obtained from the Deputy Registrar / General Administration, South Eastern University of Sri Lanka during working days (Telephone No. 067-2255177 Fax 067-2255217).

Chairman
Department Procurement Committee
South Eastern University of Sri Lanka
Oluvil