



SOUTH EASTERN UNIVERSITY OF SRI LANKA

INVITATION FOR BIDS

PROVISION OF DRY-CLEANING SERVICES FOR GRADUATION CLOAKS AT SOUTH EASTERN UNIVERSITY OF SRI LANKA

Procurement No.: SEU/ASA/NS/DC/2026/01

The Chairman, Department Procurement Committee on behalf of South Eastern University of Sri Lanka (SEUSL) invites sealed bids from qualified and experienced dry-cleaning service providers to undertake the dry cleaning of approximately 3,000 **Graduation Cloaks** used at the 18th Annual General Convocation of the University.

Interested bidders may obtain the bidding documents from the Academic and Student Affairs Division during office hours or download them from the University website, where applicable.

All bids shall be accompanied by a Bid Security / Refundable Cash Deposit to the amount of Rs. 25,000/- to be valid until **31.10.2026**. (The Bidder shall furnish the Bid Security either in the form of a Bank Guarantee issued by a commercial bank acceptable to the University or by way of a refundable cash deposit made at the Shroff counter of the South Eastern University of Sri Lanka, Oluvil).

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 19.08.2026 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 19.08.2026 up to 2.30 p.m. by e-mailing the request letter to dracademicaffairs@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.

Bidding document marked “**PROVISION OF DRY-CLEANING SERVICES FOR GRADUATION CLOAKS AT SOUTH EASTERN UNIVERSITY OF SRI LANKA**” 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 **2.00 p.m. on 20.08.2026**. Late bids will not be accepted.

Bids will be opened soon after the closing time of bids at the office of the Registrar, 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 / Academic Affairs Division, South Eastern University of Sri Lanka during working days (Telephone / Fax No. 067-2255463).

Chairman

Department Procurement Committee

South Eastern University of Sri Lanka

Oluvil

10.08.2026