



MINISTRY OF SCIENCE AND TECHNOLOGY

INDUSTRIAL TECHNOLOGY INSTITUTE (ITI)

BID NOTICE

INVITATION BIDS FOR SURGICAL AND HOSPITALIZATION

INSURANCE POLICY FOR THE YEAR 2025/2026

BID NO - SUP/SD/25/196

NATIONAL COMPETITIVE BIDDING (NCB) PROCEDURE

The chairman of the procurement committee of Industrial Technology Institute invites sealed bids from eligible and qualified bidders for providing **Surgical and Hospitalization Insurance Policy for the year 2025/2026**. Bidding will be conducted through the **National Competitive Bidding (NCB) procedure**.

1. Bidders who have at **least five years of experience** in providing similar service to state institutes may submit bids.
2. All eligible bids to be submitted should be with bid security of **Rs. 250,000/= (Two Hundred Fifty Thousand Rupees only)** along with an unconditional guarantee obtained from a Commercial Bank approved by the Central Bank of Sri Lanka payable to the **Director General of Industrial Technology Institute or Cash deposits will also be accepted**.
3. Interested eligible bidders may obtain further information from the Senior Supplies Officer, Supplies Section, Industrial Technology Institute, 503A, Halbarawa Gardens, Thaladena, Malabe (Tel No:011-2797314 / 011-2797315, Fax No: 011-2379832, e-mail: sso@iti.lk) and inspect the Bidding Documents **free of charge** at the Supplies Section.
4. A complete set of Bidding Document in English language may be collected by interested bidders on submission of a written request along with a **non-refundable payment of Rs. 6,000/=** by cash to the Director General, Industrial Technology Institute, No. 503A, Halbarawa Gardens, Thaladena, Malabe on working days from **31.07.2025 to 20.08.2025 between 9.00 am to 3.00 pm**. Those who download the Bidding Document from the Institute website should be submit a **Bank Draft or Deposit Slip** of non-refundable deposit along with the bid. The bids received without a **Bank Draft or Deposit Slip** will be rejected. Bank details as follows,

<b>Name of the Account</b>	<b>- Industrial Technology Institute</b>
<b>Bank &amp; Branch</b>	<b>- BOC - Torrington</b>
	<b>-For Bank Deposits – A/c No.2323303</b>
	<b>-For online transfer – A/c No. 6889738</b>
<b>Invoice No/Bid No.</b>	<b>- SUP/SD/25/196</b>

5. Bids must be addressed to **The Director General**, Industrial Technology Institute, No.503A, Halbarawa Gardens, Thaladena, Malabe and the **original and a copy** of the Bidding Documents should be sent by registered post or put into the Tender Box available at **HR Division, Industrial Technology Institute, No. 503A, Halbarawa Gardens, Thaladena, Malabe** under sealed cover, on or before **10.00 am on 21.08.2025**. Please mark on the top left hand corner of the envelope **“Bid No. and closing date of the Bid”**. **Late Bids will be rejected**.
6. 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 **Rs.5 million** rupees.
7. Bids will be opened in the presence of the bidders or their authorized representatives at Industrial Technology Institute, No. 503A, Halbarawa Gardens, Thaladena, Malabe immediately after the closing of the bids.
8. **Pre-bid meeting will be held at 10.30 a.m on 07.08.2025 at the Conference Room of the Industrial Technology Institute, Malabe.**
9. Bid documents can be downloaded from the institute website of [www.iti.lk](http://www.iti.lk)
10. The decision of the Procurement Committee will be final at all determinations.

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

