



**Institute of Technology, University of Moratuwa,
Diyagama, Homagama
Procurement Notice**

**INVITATION FOR BIDS FOR SUPPLY & DELIVERY OF LAPTOP COMPUTER
ITUM/3/4/2/LAPTOP – 2025/13**

1. The Chairman, Department Procurement Committee (Minor), Institute of Technology University of Moratuwa, (ITUM) Diyagama, Homagama, invites sealed bids from eligible and qualified bidders for supply & delivery of Laptop Computers.
2. Bidding will be conducted through the National Competitive Bidding Procedure.
3. Alternative Bids shall not be accepted.
4. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall be a registered company in Sri Lanka under the Business registration regulation.
5. Interested bidders may obtain further information from Deputy Bursar/Finance Division. Contact number is 0112124003.
6. A complete set of bidding documents in English language may be purchased by interested bidders on the submission of a written application on a business Letter Head to the Deputy Bursar Finance Division (ITUM) between 09:00hrs to 15:00hrs on normal working days from **15th September 2025 to 29th September 2025** upon payment of a nonrefundable tender fee of Rs. 3,500/=, should be deposited in to the ITUM's Account No. 308280 at the Bank of Ceylon, Homagama. A proof of payment must be forwarded along with the application.
7. Bid documents marked **“Invitation for Bids for Supply & Delivery of Laptop Computers”** on the top left corner of each tender envelope, with the Duplicate by registered post to the address given below or deposited, in the tender box kept in the Office of the Assistant Bursar, Supply Division/ITUM Diyagama, Homagama on or before **2.00pm on 30th September 2025**. Bids will be opened at **2.15pm on 30th September 2025** at ITUM in the presence of the bidders authorized representatives who choose to attend. Late Bids will be rejected.
8. All Bids shall be accompanied by a bid security mentioned in the bidding data in the form given in the bidding document. Bid security shall be obtained from a licensed commercial bank registered with the Central Bank of Sri Lanka valid up to **13th January 2026** or a refundable cash deposit made to the Shroff/ITUM.
9. Bids shall be valid up to **16th December 2025**.
10. The Principles and procedures set out in the Procurement Guideline – 2024 and Procurement Manual – 2024 on Goods, Works and Non consulting services published by the National Procurement Commission of Sri Lanka shall be applicable in all provisions, requirements and procedure-s included in this bidding document.

The Chairman

Department Procurement Committee (major)

Institute of Technology, University of Moratuwa, Diyagama, Homagama

14.09.2025