



Ministry of Industry and Commerce

Obtaining of Office Premises on Lease Basis for National Intellectual Property Office

Bid No: NIPO/09/2017

1. Sealed bids are hereby invited from eligible and qualified bidders to obtain a building on lease basis for National Intellectual Property Office (NIPO).
2. The Bidding will be conducted through the National Competitive Bidding Procedure.
3. The office premises to be obtained on lease basis should contain the following minimum requirements.
 - Location: Colombo Municipality area/ Battaramulla/ Rajagiriya – preferably on main road or approximately 200m away from the main road with 20 feet wide access road if located in a by road.
 - Required Space: Floor area of between 12,000sq.feet - 15,000sq.feet air conditioned building with other required facilities. It should be able to use the said floor area as office rooms, conference hall, reception area etc. or be able to make alterations to meet the requirements of NIPO as and when required. The consent of the owner of the building should be given to make such alterations.
 - Parking Space: for minimum of 10 Vehicles at a time.
 - Period of Lease: Five (05) Years (extendable)
4. Bid Documents in this respect could be obtained from the National Intellectual Property Office located at 03rd Floor, “Samagam Medura”, No.400, D.R.Wijewardena Mawatha, Colombo10 upon payment of a non-refundable fee of Rs. 3,500.00 in cash. Bid Documents will be issued from 11.09.2017 to 20.09.2017 on working days, between 8.30 a.m. to 3.00 p.m.
5. Duly Completed bids in 02 copies indicating original and the duplicate should be delivered by registered post to the below mentioned address or deposited in the Tender Box kept at the Accountant’s Office, 02nd Floor of the “Samagam Medura”, National Intellectual Property Office, No 400, D.R. Wijewardena Mawatha, Colombo 10 on or before 2.30 p.m. on 21st September 2017. Bids received late shall not be accepted and returned unopened. The top left hand corner of the envelope enclosing the bidding documents should be marked as “Bid for lease of Building Space”. Bids will be opened

immediately after the bid closing time in the presence of Bidders or their authorized representatives.

6. The Departmental Procurement Committee of the National Intellectual Property Office reserves the right to reach the final decision in respect of selecting the qualified bidder.
7. Further information in this regard could be obtained from the National Intellectual Property Office.

- Director General : 0112669179
- Accountant : 0112669177
- Administrative Officer : 0112688768

Chairman,
Departmental Procurement Committee,
National Intellectual Property Office,
3rd Floor, “Samagam Medura”,
No.400, D.R.Wijewardena Mawatha,
Colombo 10.