

EDUCATION EMPLOYEES COOPERATIVE THRIFT AND CREDIT SOCIETY LIMITED

INVITATION OF TENDERS FOR OBTAINING BUILDINGS ON LEASE BASIS FOR THE DISTRICT AND ZONAL OFFICES

Open tenders are invited for obtaining suitable commercial and safe office buildings on lease basis for maintaining the undermentioned district and zonal offices of the Education Employees Cooperative Thrift and Credit Society Limited.

Ser. No.	District / Zonal Office	Town where the Building should be situated	Required No. of Sq. Ft.
01	Monaragala District Office	Monaragala	3700 - 4300
02	Kuliyapitiya Zonal Office	Kuliyapitiya	1800 - 2000
03	Nuwara Eliya District Office	Nuwara Eliya	3300 - 3500
04	Jaffna District Office	Chavakachcheri	1500 - 2000
05	Vavuniya District Office	Vavuniya	1500 - 2000
06	Kegalle District Office	Kegalle	2500 - 3000

Qualifications that should be fulfilled regarding the Building

- Building for which the quotation is submitted should be situated in the towns mentioned above facing a main road or facing a by road close to the town.
- Building offered should be suitable for maintaining an office and the floor should have been tiled.
- Should have parking facilities for at least for two (02) to three (03) vehicles.
- At least 03 toilets with sanitary facilities of specified standards should be available.
- If the building is air conditioned and it is the responsibility of the owner of the building to look into the servicing of the air conditioners.
- If the building is not air conditioned, electric fans should have been installed.
- Air conditioned price and non air conditioned price should be separately mentioned.
- Separate water and electricity supplies with separate meters should be available and there should be a water tank to store water to the capacity of at least 500 - 1000 Litres.
- It is mandatory to attach a copy of the Building Plan, Assessment No. of the building, Certificate of Ownership and Copy of the Deed with the tender.
- Six (06) times of the monthly rental will be paid as an advance

Quotations along with documents to prove the ownership and all other relevant documents should be submitted either by the owner or the person holding the Power of Attorney only by registered post to be received by the Chief President of the Society before 07.04.2026 Vavuniya District Office and before 14.04.2026 of the other offices and the caption “**Tenders for the Leasing of Building - (Name of Office)**” should be mentioned on the left hand top corner of the envelope containing the tender.

Note: Form prepared for the submission of quotations should be obtained either from the Head Office or relevant District Offices or may be downloaded from the www.edcs.lk website and tenders should be submitted only on those forms.

Board of Directors of the Society will take the final decision regarding the tenders submitted and that decision will be final.

Chief President

Education Employees Cooperative Thrift and Credit Society Limited

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