



ආරම්භය: 1930 ලි.ප. අංකය: 736

ஆரம்பம்: 1930 பதிவு இல: 736

Inception: 1930 Reg. No: 736

Tender for obtaining buildings on lease basis

Open tender is hereby invited for the obtaining of office buildings on lease basis with a suitable commercial and secure environment for operating following offices of the Education Employees' Cooperative Thrift and Credit Society.

S No.	District Office	City where the Building should be located	Required Square Footage
1	Puttalam Office	Chilaw	2700-3000
2	Kandy Office	Kandy	3710-4000
3	Trincomalee Office	Trincomalee	2500-3000

Requirements to be fulfilled by the building

- Buildings should be located close to the cities, facing the main road or a by road of the above-mentioned cities.
- Building offered by the tenderer should be suitable for running an office and the floor should have been tiled.
- There should be space to park at least 03 vehicles within the three office premises.
- There should be at least 03 toilets to provide adequate space and standard sanitation facilities.
- **The entire building should have been air conditioned. The owner must provide service, maintenance, and repairs to the air conditioners.**
- Water and electricity supply meters should have been separately installed for meter readings and water tanks with a capacity of at least 1000 liters should be available to store water.
- The building plan, assessment number, certificate of occupancy and a copy of the deed of the relevant approved building should be attached with tenders.
- An advance payment of 6 times the monthly rent of the building will be provided.

Relevant quotations along with all other relevant documents proving ownership and other documents should be sent by the owners or by those who claim ownership by a power of attorney should be sent to the following address only by registered post to reach the Chief Chairman of the Society before 2026-08-03 and tenders marked as **"(name of the city) quotation for office building"** at the top left corner of the envelope.

NB. :- When submitting tenders, a form prepared for that purpose should be obtained from the head office, by visiting the relevant office or from the website www.edcs.lk, and tenders should be sent only through that form. The final decision regarding the selection of the tenders submitted by you will be taken by the Board of Directors of the Society and it is kindly informed that the said decision shall be final.

Chief Chairman

**Education Employees' Cooperative Thrift and Credit Society,
No. 294, Galle Road, Colombo 03.**

Tel :- 011-2266000 Ext - 1019/1022