



Trincomalee Campus  
Eastern University, Sri Lanka  
**INVITATION FOR BIDS**

**Photocopying, Printing and Binding Services- 2025/2026 at the Trincomalee Campus.**

1. The Chairman, Regional Procurement Committee on behalf of the Trincomalee Campus invites sealed bids from eligible and qualified bidders for the Photocopying, Printing and Binding Services- 2025/2026 for the following locations at the Trincomalee Campus up to 2.00 p.m. on 30.09.2025.
  - i. **Centre at Library**
  - ii. **FCBS Building.**
2. Bid Forms and relevant particulars could be obtained from the Senior Assistant Registrar/Office of the Deputy Registrar, Trincomalee Campus between 9.30 a.m. to 2.30 p.m. on working days from 18.09.2025 to 29.09.2025.
3. Sealed and separated bids should be marked as "Bids for Providing of Photocopying, Printing and Binding Service - 2025/2026 at Library/FCBS Building " on the top left hand corner of the envelope send your bids should be reached to " The Chairman, Procurement Committee, Trincomalee Campus, Konesapuri, Nilaveli, Trincomalee" under registered post or you may drop it personally in the tender box placed at the office of the Deputy Registrar on or before 2.00p.m. on 30.09.2025.
4. The Bids will be opened soon after the closing date on 30.09.2025 at 2.00 p.m..
5. Bidders or their authorized representatives are requested to present at the opening of bids.
6. If any, further clarification is needed, please contact Senior Assistant Registrar/Office of the Deputy Registrar, Trincomalee Campus, Eastern University, Sri Lanka through T.P. No. 026-2051776.

The Chairman  
Regional Procurement Committee  
Trincomalee Campus, EUSL  
Koneshapuri  
Nilaveli  
16.09.2025



**Trincomalee Campus  
Eastern University, Sri Lanka  
Quotation**

T.P/Fax: 026-2051776

Konesapuri,

Nilaveli

Trincomalee

18.09.2025

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Dear Sir/ Madam,

Sealed bids are invited up to 2.00 p.m. on 23.05.2023 from suitable service providers to run the Photocopying, Printing and Binding Service 2025/2026

Centre at Library building and FCBS Building of the Trincomalee Campus.

Please be good enough to send your bids to the **Chairman, Regional Procurement Committee, Trincomalee Campus, Eastern University, Sri Lanka, Konesapuri, Nilaveli, Trincomalee** under registered post or you may drop it personally in the Tender Box placed at the **Office of the Rector on or before 2.00 p.m. on 30.09.2025.**

Please write the words **Quotation No: Bids for Providing of Photocopying, Printing and Binding Service-2025/2026.**

- **The Quotations will be opened at 2.00 pm on the closing date mentioned above.**
- **Validation of Quotation should be three months from the closing date.**
- **All the columns should be filled.**

Yours faithfully,

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Senior Assistant Registrar

Office of the Deputy Registrar