MINISTRY OF PLANTATION AND COMMUNITY INFRASTRUCTURE

RUBBER RESEARCH INSTITUTE OF SRI LANKA

RRISL/PRO/ ADMIN/2026(67)

PROCUREMENT NOTICE

SUPPLY OF OFFICIAL IDENTITY CARD

INVITATION FOR BIDS

Sealed bids are invited for the supply of Office Identity Card for the employees of the Rubber Research Institute of Sri Lanka.

Sealed bids furnishing the information indicated in the Bidding Documents must be sent to the Chainman, DPC (Minor) Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta.

The envelope containing the Bid should bear the words **"Supply of Office Identity Card"** in its top left hand corner. Bid close at 2.00 p.m. on 04.11.2026 and they will be opened immediately after the closing time on the same day in the presence of the bidder's representative at Procurement Unit, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta. Late bids will be rejected. The decision of the Procurement Committee will be the final and definite.

Yours faithfully,

Chairman
Department Procurement Committee
Rubber Research Institute of Sri Lanka
Dartonfield, Agalawatta,
Sri Lanka
21.10.2026

Official Identity Card Specification

Requested Specification		Bidders' response		Quoted Specification
		Yes	No	
Card Size				
• Standard:	CR80 (ISO/IEC 7810 ID-1)			
• Dimensions:	85.60 mm × 53.98 mm			
• Thickness:	0.76 mm (30 mil)			
Material	PVC or Composite PVC/PET			
	Durable, waterproof, and scratch-resistant			
Front Side Contents	• Government Logo • Institute Logo • Institute Name • Ministry Name • Employee Photograph (should be taken by the selected bidder) • Employee Full Name • Designation/Job Title			
Back Side Contents	• Employee ID Number • Emergency Contact Number • Issue Date • Permanent Address • Company Contact Details • Authorized Signature • QR Code (if required) • Terms such as: ▪ "Property of the RRISL" ▪ "Return if Found"			

Bid Submission Form

SUPPLY OF OFFICIAL IDENTITY CARD

1. Name of the Authorized Officer : …….
2. Registration No. : ……
   (Copy should be attached)
3. Name of the Company : ……
4. Address : ……

   ……
5. Telephone Number : ……
6. Validity period of the Bid : ……

Description	Quantity	Unit Price Without Vat (Rs.)	Total Cost Without VAT	Total cost with VAT if applicable
Official Identity Card	01			

- **Minimum number of cards will be 250 Nos.**

Signature & Company Seal : …….

Date: ……..