



# EDUCATION EMPLOYEES COOPERATIVE THRIFT AND CREDIT SOCIETY LIMITED

Open bids are invited for obtaining suitable secured commercial buildings on lease basis for maintaining district offices zonal offices of the Education Employees Cooperative Thrift and Credit Society Limited in the following districts.

Ser. No.	District Office	City where the Building should be situated	Required Floor Area (Sq. Ft.)
1	Jayawardanepura / Homagama Zonal Offices	Maharagama or Kottawa	3500 - 4000
2	Vavuniya District Office	Vavuniya	2000 - 2500

Qualifications regarding the Building that should be fulfilled:

- Buildings should be situated close to the town facing a main road or by road in the cities mentioned above.
- Should be suitable for an Office and floor of the building should have been tiled.
- Should have parking facilities at least for 02 or 03 vehicles
- At least 03 toilets with sanitary facilities of specified standards should be available.
- Building should be fully air conditioned and the owner should attend to servicing of same
- Separate water and electricity supplies with separate meters should be available and there should be 500 - 1,000 litre capacity water tanks to store water
- It is mandatory to attach a copy of the building plan along with a copy of the Deed Assessment Number, Certificate confirming residency of the applicant, to the tender submitted
- Six (06) times of the monthly rental will be paid as advance

Quotations along with documents to prove the ownership and all other relevant documents should be submitted to the address below 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 on or before 30.09.2025 and the caption, “**Tender for the Leasing of Building (Name of Office)**” should be mentioned on the left hand top corner of the envelope containing the tender.

**Note:** Forms prepared for the submission of quotations should be obtained either from the Head Office or District Offices or from the website: **[www.edcs.lk](http://www.edcs.lk)** and tenders should be submitted only on those forms.

The Governing Board retains the right to take decision relevant to the Tenders and that decision stands as final.

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