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Properties and Procurement Department.

14th Floor, Bank of Ceylon

No. 01, “BOC Square”,

Bank of Ceylon Mawatha,

Colombo 01.

INVITATION FOR BIDS

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF 225 NOS. PASSBOOK / VALIDATION PRINTERS FOR BANK OF CEYLON BRANCHES BID NO. P/PROC/2024/73

1. Sealed Bids are hereby invited for Supply, Delivery, Installation, Commissioning and Maintenance of 225 Nos. Passbook / Validation Printers for Bank of Ceylon Branches from Principals/ Manufacturers/Suppliers or their Accredited Local Agents, who have following qualifications;
 - i. Bidder should have average minimum annual turnover of LKR 100.0 million for the last three financial years (2022/2023, 2021/2022, 2020/2021).
 - ii. Bidder should have Authorized Direct Sales Partner and an Authorized Service Provider for the offer made. Manufacturer’s confirmation is mandatory.
 - iii. Bidder should have supplied minimum 200 Passbook / Validation Printers within last 03 years in Sri Lanka (from 01.01.2021 to 31.12.2023).
 - iv. Bidder should have Island-wide Service Centers or dealer / agent network covering all provinces.
2. It is mandatory to submit documentary evidence along with the Bid to prove eligibility for the above Bidder’s Qualification Criteria by the Bidder. In the event such documentary evidence is not submitted Bid is liable to be rejected.
3. Bids will not be entertained from firms or persons who have been placed in the List of Defaulting Contractors/Suppliers of the Government of Sri Lanka.

4. Bidding will be conducted through National Competitive Bidding Procedure (NCB)
5. A complete set of bidding documents in English language may be purchased by interested bidders on the submission of a written application to the address, The Chief Manager, Properties and Procurement, 14th Floor, Bank of Ceylon, “BOC Square”, No.01, Bank of Ceylon Mawatha, Colombo-01 upon payment of a non refundable fee of **LKR 10,000.00** including taxes. Mode of payment is cash. Bidders may make the cash payment at the office of the undersigned or at any branch of BOC. Bidder is requested to make pre-arrangement by contacting 011 220 4270 prior to make the deposit through branch network. Payment slip should be sent via email to reach procurement@boc.lk in order to obtain the bidding document via email. Cheques will not be accepted.

A/C name: Properties Dept. Non- Refundable Tender Deposit
AC No: 52401015
Cost Centre: 015
Reference: SQ/PROC/2024/25 Non-Refundable Tender Deposit.

6. Important Dates:

- i. Last date & time for issuing Bid documents : 14 30 hrs on **08.05.2024**
- ii. Time duration for issue of Bid Documents : From 09 00 hrs to 14 30 hrs
- iii. Closing date & time of Bid : 1000 hrs on **09.05.2024**
- iv. Opening date & time of Bid : Soon after closing of the bid
- v. Bid shall be valid up to 91 days from the date of closing of Bids.

7. Bid documents should be compiled with the minimum specifications in Section V – Schedule of Requirements and accompanied by the required Bid Security valid up to **05.09.2024** for a sum of Rs. 400,000/- issued by a licensed commercial bank operating in Sri Lanka, other than Bank of Ceylon. Cash Deposits (refundable) / Pay Orders / Bank Drafts are also acceptable in lieu of Bank Guarantee. Cheques drawn by the bidder will not be accepted as Bid Security. Bidders may make the cash payment at the office of the undersigned or at any branch of BOC. Payment slip should be attached to the bid. Bidder is requested to make pre-arrangement contacting 011 220 4270 prior to make the deposit through branch network.

A/C name: Properties Dept. Refundable Tender Deposit
AC No: 22310116
Cost Centre: 015
Reference: SQ/PROC/2024/25 Bid Security.

8. Bidders, must in all respects, observe and conform to the Bidding Data Sheet set out in Section II.

9. Letter of Authorization to sign / commit the bidder should be annexed.
10. The Bid must be registered under the Public Contract Act No 3 of 1987 at registrar of companies' office and submit a PCA3 form accordingly as per the provisions made in the said act. Payment receipt will not be accepted in lieu of PCA3 form.
11. For Clarification of bid purposes only, the Purchaser's address is:
Attention: Chief Manager
Address: Properties and Procurement Department, 14th Floor, Bank of Ceylon, "BOC Square",
No: 01, Bank of Ceylon Mawatha, Colombo 01
Telephone: +94 011 220 42 70
Facsimile number: +94 011 244 96 29
Electronic mail address: procurement@boc.lk
12. The Bank of Ceylon reserves the right of rejecting any or all Bids and the right of accepting any portion of the Bid without adducing any reason.
13. Evidence for authorization to sign/commit the bidder should be submitted (Power of Attorney / Certified copy of extract of Board Resolution as appropriate).
14. The bidders should declare whether spouse or close relations in the case of individuals; spouses or close relations of partners in the case of partnership; spouse or close relations of Directors in the case of Limited Liability Company; are employed / not employed in the Bank.

Chief Manager

Properties and Procurement Department, 14th Floor,
Bank of Ceylon, "BOC Square", No: 01, Bank of
Ceylon Mawatha, Colombo 01

Date: 18.04.2024