

**INVITATION FOR BID**

Telephone: 2544310 or 2434786  
 Fax: 2449629

Properties & Procurement Dept.,  
 14th Floor,  
 No.1, “BOC Square”,  
 Bank of Ceylon Mawatha,  
 Colombo 01.

**Bid No. P/PROC/2025/709**

**Implementation of a Managed Printer Solution System Including Multifunctional Devices  
 (Printing, Colour Scanning, Photocopying, Network Scanning and Faxing) for Bank of  
 Ceylon – 100 NOS.**

Sealed Bids are hereby invited for the Implementation of a Managed Printer Solution System Including Multifunctional Devices (Printing, Colour Scanning, Photocopying, Network Scanning and Faxing) for Bank of Ceylon – 100 NOS (**Pay per Page Basis**) from accredited service providers who have fulfilling the following requirements.

**1. Eligibility Criteria**

	<b>Eligibility Criteria</b>	<b>Proof documents</b>
1.1	Valid Business Registration in Sri Lanka with minimum 3 years of experience in operating Managed Printer Services in Sri Lanka	Copy of the Business Registration, documentary proofs for past performances and letters from clients for satisfactory performance for last 03 years
1.2	Deployed minimum 100 Nos devices within last 4 years to local institutions as which at least 50 devices (consists with multiple number of contracts) should currently in active maintenance.	Credentials form the clients/ Purchase Orders etc.
1.3	Authorization to sell the quoted brand.	Manufacture Authorization Letter
1.4	Island wide branch network to provide services including ability to deploy devices & consumables. (At least one service centre per each province)	Details of service center network (Address, contact number and contact persons)
1.5	The Bidder or Bidder’s holding company should have a minimum of LKR 90 million average annual turnover during the past three consecutive years (2022/23, 2023/24 and 2024/25 or 2022, 2023 and 2024).	Annual Reports/Audited Financial Statements including the audit opinion



1.6	The Bidder should not have been placed in the List of Defaulting Contractors of the Government of Sri Lanka or the Bank of Ceylon or of any Statutory Government Corporation or Board or any other bank in Sri Lanka.	Affidavit from the bidder as stated in Section IV - Compliance certificate and affidavit
1.7	The bidder should not have a conflict of interest relating to the business domain of the Bank within Sri Lanka.	Declaration from the bidder as stated in Section IV - Declaration for no conflict of interest or Bid submission form

2.

- 2.1 Bidding documents can be inspected free of charge at the Office of the Chief Manager, Properties and Procurement Dept, 14<sup>th</sup> Floor, Bank of Ceylon Head Office, No. 01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01, during **0900 hrs to 1500 hrs** on working days **until 26.02.2026**
- 2.2 Bidding documents could be obtained from the Chief Manager, Properties & Procurement Dept., 14th Floor, Bank of Ceylon Head Office, No.01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01, after making payment of a non-refundable fee of **LKR 15,000.00** (Payment method – cash). All payments are including taxes.
3. Perfected Bid documents should be accompanied by a Bid Guarantee for a sum of **LKR 600,000.00** obtained from a licensed commercial bank in Sri Lanka (other than Bank of Ceylon) acceptable to the Bank valid until **26.06.2026**. Cash Deposits/ Pay Orders/ Bank Drafts in LKR are also acceptable in lieu of Bid Guarantee. Cheques drawn by the Bidder will not be accepted.

Last date & time for issuing Bidding documents : **1500 hrs on 26.02.2026**

Time duration for issue of Bidding Documents : **From 0900 hrs to 1500 hrs**

Pre-bid meeting : **13.02.2026** at 1100 hrs. at the 14<sup>th</sup> Floor, Bank of Ceylon Head Office Building

Closing date & time of Bid : **1000 hrs on 27.02.2026**

Opening date & time of Bid : **Immediately after closing of Bid**

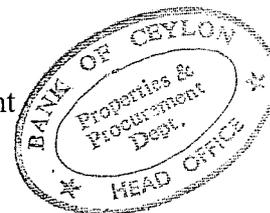


4. The following documents annexed to this Invitation for Bid are required to be read, signed and returned by the Bidder along with this Invitation for Bid.

- I. Instructions To Bidders (ITB)
- II. Bidding Data Sheet (BDS)
- III. Evaluation and Qualification Criteria
- IV. Bidding Forms
- V. Schedule of Requirements
- VI. Conditions of Contract (CC)
- VII. Contract Data (CD)
- VIII. Contract Forms

Bid documents should be accompanied by the required Bid deposit or Bid Security issued by a commercial bank (other than Bank of Ceylon) acceptable to the Bank.

Chief Manager.  
Properties & Procurement



NAME AND ADDRESS OF BIDDER:

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.....

Date: .....

SIGNATURE OF BIDDER

