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Properties and Procurement Department.  
14<sup>th</sup> Floor, Bank of Ceylon  
No. 01, “BOC Square”,  
Bank of Ceylon Mawatha,  
Colombo 01.

## INVITATION FOR BIDS

### SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF 67 NOS. 6KVA UPS UNITS FOR BANK OF CEYLON BRANCHES & OFFSITE “BOC SMART” LOCATIONS

**BID NO: P/PROC/2025/612**

1. Sealed Bids are hereby invited for Supply, Delivery, Installation, Commissioning and Maintenance of 67 Nos. 6kVA UPS Units for Bank of Ceylon Branches & offsite “BOC Smart” Locations from principals or their accredited local agents, who have following qualifications;
  - i. Successfully completed at least 2 contracts for Supply, Delivery, Installation, Commissioning & Maintenance of at least 35 Nos. of 6 kVA – 10 kVA UPSs per order or overall 100 Nos. of 6 kVA – 10 kVA UPS within **last 3 years (01.01.2023 – up to Bid Closing Date)** for institutions in Sri Lanka.
  - ii. 05 years’ experience in Supply, Delivery, Installation, Commissioning & Maintenance of 6kVA – 10kVA UPS 20 Nos. of Units in offered Make (Brand) within Sri Lanka. (from 01.01.2021 up to Bid Closing Date)
  - iii. Average annual turnover during the past three (03) consecutive financial years (2022/23, 2023/24 and 2024/25 or 2022, 2023 and 2024) shall be a minimum of Rs.32.0 million.
  - iv. At least two well established service centers /authorized service agents at different locations with facilities for servicing UPSs other than the main business operating location.
2. It is mandatory to submit documentary evidence along with the Bid to prove eligibility for the Bidder’s Qualification Criteria as mentioned above by the Bidder. In the event such documentary evidence is not submitted the Bid is liable to be rejected.
3. Bidder should agree to provide a test certificate from a local professional body nominated by the bank confirming the technical specification compliance of the offered UPS.

4. 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.
5. Bidding will be conducted through National Competitive Bidding Procedure (NCB)
6. 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, 14<sup>th</sup> Floor, Bank of Ceylon, “BOC Square”, No.01, Bank of Ceylon Mawatha, Colombo-01 upon payment of a non-refundable fee of **LKR 9,000.00** including taxes. The method of payment of non-refundable fee will be in the form of cash deposit which authorized by the undersigned.

7. Important Dates:

Last date & time of issuing Bidding Documents	Upto hours on <b>04/03/2026</b> between 9:00 hours to 15:00 hours on working days
Pre-bid meeting	<b>25/02/2026</b> at 1100 hrs. at the 14 <sup>th</sup> Floor, Bank of Ceylon, Head Office Building
Date & Time of Closing of the Bids	10:00 hours on <b>05/03/2026</b>
Date & Time of Opening of the Bids	Soon after Closing of the Bids
Bid Security	<b>Rs.475,000/-</b> (Four Hundred Seventy Five Thousand Only) and shall be valid up to <b>02/07/2026</b> .

8. Bid documents should be complied with the minimum specifications in Section IV – Schedule of Requirements and accompanied by the required Bid Security valid up to **02/07/2026** for a sum of **Rs. 475,000/-(Four Hundred Seventy Five Thousand Only)** 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.
9. Bidders, must in all respects, observe and conform to the Bidding Data Sheet set out in Section II.
10. Letter of Authorization to sign/ commit the bidder should be annexed.
11. 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.

12. For Clarifications:

Chief Manager  
Properties and Procurement Department,  
14<sup>th</sup> Floor, Bank of Ceylon, “BOC Square”,  
No: 01, Bank of Ceylon Mawatha, Colombo 01  
Telephone: +94 011 220 42 60 / 72  
Electronic mail address: procurement@boc.lk

13. 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.
14. 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.
  - Section I - Instructions to Bidders (ITB)
  - Section II - Bidding Data Sheet (BDS)
  - Section III - Evaluation and Qualification Criteria
  - Section IV - Bidding Forms
  - Section V - Schedule of Requirements
  - Section VI - Conditions of Contract (CC)
  - Section VII - Contract Data
  - Section VIII - Contract Forms
15. Evidence for authorization to sign/commit the bidder should be submitted (Power of Attorney / Certified copy of extract of Board Resolution as appropriate).

**Chief Manager**

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