

INVITATION FOR BIDS

JANITORIAL SERVICE FOR THE BANK OF CEYLON BRANCHES IN TRINCOMALEE AREA

TENDER NO: BOC/EP/2026/03

1. The Operations Manager, Eastern Province Office, Bank of Ceylon, No.455, Main Street, Trincomalee invites sealed bids from eligible and qualified bidders for **Janitorial Service for the Bank of Ceylon Branches in Trincomalee Area** as described. The works consist of carry out and perform cleaning up-keeping and maintaining the Buildings and entire lands to the highest standards and perform janitorial services to the entire satisfaction of the Management of the Bank of Ceylon, **The time for contract shall be one year.**
2. Bidding will be conducted through competitive bidding procedure from contractors.
3. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall be registered as a legal person in Sri Lanka.
4. Qualifications requirements to qualify for contract award include:
 - Experience in the Janitorial services at least one completed contract of similar nature and complexity equivalent to the proposed work during the last 3 years.
5. Interested bidders may obtain further information from The Operations Manager, Eastern Province Office, Bank of Ceylon, No.455, Main Street, Trincomalee and inspect the bidding documents at same address from 09/03/2026 until 23/03/2026 from 09.00 hrs. to 15.00 hrs. on week days.
6. A complete set of Bidding Documents in English language may be purchased by the bidders on the submission of a written application to **The Operations Manager, Eastern Province Office, Bank of Ceylon, No.455, Main Street, Trincomalee.** from 09/03/2026 until 23/03/2026 on working days from 09.00 hrs. to 16.00 hrs. . Upon payment of a non refundable fee of **Rs. 3,500.00 plus VAT.** The method of payment will be in cash.
7. Sealed Bids shall be addressed and deposited in the tender box at The Operations Manager, Eastern Province Office, Bank of Ceylon, No.455, Main Street, Trincomalee on or before **15.00hrs 23/03/2026.** Late bids will be rejected. Bids will be opened immediately after closing. Bidders or their representatives may attend the bid opening.
8. Bids shall be valid up to 84 days from the date of closing of bids
9. All Bids shall be accompanied by a Bid-Security of Rupees One Hundred and Thirty Seven Thousand (Rs.137,000.00) obtained from Bank of Ceylon or any other commercial Bank. Bank draft or official cheque issued by Bank of Ceylon or any other commercial bank which shall be valid up to 112 days (until 20 July 2026) from the date of closing the bids.


**Operations Manager,
Eastern Province Office,
Bank of Ceylon,
No:455, Main Street,
Trincomalee : Telephone: 026-2226398**

