

INVITATION FOR BIDS

Selection of a Service Provider for Janitorial Services for Bank of Ceylon Premises in Matara Area - Southern Province for a period of one (01) year

BID NO: BOC/SP/2026/09

1. The Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No 11, Kamarathunga Mawatha, Matara now invites sealed bids from Janitorial Service Providers for Selection of a Service Provider for Janitorial Services for Bank of Ceylon Premises in Matara Area – Southern Province for a period of one (01) year as described below.

The works consist of carrying out of cleaning, up-keeping of premises. The janitorial services shall be provided to the highest standards and performed to the entire satisfaction of the Management of the Bank of Ceylon

2. Contract period is 01 year from the date of awarding.
3. To be eligible and qualify for contract award, the successful bidder,
 - a) shall not have been placed in the List of Defaulting Contractors / Suppliers of the Government of Sri Lanka or of the Bank.
 - b) shall be an individual, sole proprietorship, partnership or Company registered in Sri Lanka.
 - c) shall have minimum 03 years of experience as at the bid closing date in providing janitorial services.
 - d) shall complete a janitorial contract in 2024 or 2025 employing minimum 25 janitors per day.
 - e) shall have a minimum average annual turnover of Rs. 12.0 Mn for last 3 financial years (2022/23, 2023/24, 2024/25 or 2022, 2023, 2024).
4. Bidding document may be inspected free of charge at the Office of The Operations Manager, Bank of Ceylon, Southern Province Office, No 11, Kumarathunga Mawatha, Matara on any working day from 0900 hrs to 1500 hrs from **13.03.2026** until **25.03.2026**

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 Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No 11, Kumarathunga Mawatha, Matara on any working day from **0900 hrs to 1500 hrs** from **13.03.2026** until **25.03.2026** upon payment of a nonrefundable fee of **Rs. 4,500.00** +Taxes (Rupees Four Thousand Five Hundred only). The Method of Payment will be in Cash.
6. Bids shall be accompanied by a Bid Security of **Rs.290,000/-** in the form of bank guarantee obtained from a licensed commercial bank **other than Bank of Ceylon** which shall be valid up to **23.07.2026** or cash deposit slip/bank draft for the same amount. Personal cheques drawn by the bidder will not be accepted.
7. The Bid shall be valid up to **25.06.2026**
8. Bids should only be submitted on the Bidding Documents obtained from The Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No 11, Kumarathunga Mawatha, Matara
9. Sealed Bids with the duplicate copy shall be deposited in the box available at the Office of the Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No 11, Kumarathunga Mawatha, Matara for this purpose or sent by registered post addressed to The Operations Manager (Southern Province) of the above address to reach him on or before 1000 hrs on **26.03.2026** Late bids will not be accepted. Bids shall be opened soon after closing of the Bids. Bidders or their representatives may attend the bid opening.
10. PCA 3 FORM or Payment Receipt should be accompanied with the Bid as per provision set out in the Public Contract Act No 3 of 1987 or any amendments thereof.
11. The Bank reserves the right of rejecting any or all Bids and the right of accepting any portion of the Bid without adducing any reason

11. For further details, please contact The Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No 11, Kumarathunga Mawatha, Matara on Telephone Nos. 041 2220949/51

A handwritten signature in blue ink is positioned to the left of a circular blue stamp. The stamp contains the text "Bank of Ceylon" around the top inner edge, "Southern Province Office" around the bottom inner edge, and "MATARA" in the center.

**The Operations Manager (Southern Province),
Bank of Ceylon,
Southern Province Office,
No 11, Kumarathunga Mawatha,
Matara**