

## INVITATION FOR BIDS

**Hiring of a Passenger Van (with Driver) for Staff Welfare Services- Galle South Area, Southern Province, for a period of two (2) years**

**Bid No: BOC/SP/2026/12**

1. The Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No 11, Kumarathunga Mawatha, Matara now invites sealed bids from qualified vehicle owners to supply passenger van on a distance basis to facilitate staff welfare transportation for a period of two (2) years as described below.
2. Contract period is two (2) year from the date of awarding.
3. Eligibility Criteria for contract award, the successful bidder
  - **Ownership:** The bidder must be the registered owner of the vehicle.
  - **Exclusions:** Bank of Ceylon staff members and their immediate family members are ineligible to apply.
  - **Vehicle Condition:** Vehicles must be in excellent running condition.
  - **Manufacturing Year:** 2015 or later.
  - **Specifications:** Toyota KDH High-roof van equipped with Dual Air-Conditioning (Dual A/C).
  - **Capacity:** Minimum seating capacity for 12 passengers with comfortable seating.
  - **Insurance:** Shall possess a comprehensive insurance policy covering both passengers and commercial hiring purposes.
  - **Contract Period:** The hiring period will be for two (02) years.
  - **Replacement Policy:** The specific vehicle contracted must be supplied. In the event of a breakdown or withdrawal, it must be replaced with a vehicle of similar or superior specifications accepted by the Bank. Vehicle should be available every day for 24 hours as decided by the bank. Vehicle will be provided without refusal, even in the event of an urgent notice.
  - **Operational Costs:** The supplier is responsible for all costs, including fuel, driver wages, routine maintenance, and any other additional overheads.
  - **Driver Requirements:** A professional driver must be provided by the supplier and must possess a valid, clean driving license.

4. Bidding document may be inspected free of charge at the Office of The Operations Manager, Bank of Ceylon, Southern Province, No.11, Kumarathunga Mawatha, Matara on any working day from 9.00 hours to 15.00 hrs from 25.03.2026 until 10.04.2026
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 09.00 hrs to 15.00 hrs from 25.03.2026 until 10.04.2026 upon payment of a non-refundable fee of Rs.1,500/- + Taxes (rupees one Thousand Five Hundred +Tax). The Method of Payment will be in Cash.
6. 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. Separate applications must be submitted for each area. Applications should be submitted in a sealed envelope. Please indicate "Welfare Van for Galle South area - BOC/SP/2026/12 "on the top- left hand corner of the envelope.
7. Sealed Bids with the duplicate copy shall be deposited in the box available at the Office of the Operations Manager, Bank of Ceylon, Southern Province, 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 10.30 hrs on 10.04.2026 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.
8. 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.

