



Tele Nos. 0112204260, 0112204265
Email: procurement1@boc.lk

Properties and Procurement Department.
14th Floor, Bank of Ceylon
No. 01, "BOC Square",
Bank of Ceylon Mawatha,
Colombo 01.

INVITATION FOR BIDS

SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF WATER DISPENSERS AND SUPPLY OF WATER BOTTLES WITH THE CAPACITY OF 19 LITRES (19L) FOR BANK OF CEYLON HEAD OFFICE, GENERAL MANAGER'S BUNGALOW – COLOMBO 07, GINTHUPITIYA STORES AND DR CENTER – MAHARAGAMA FOR 02 YEARS PERIOD

BID NO. P/PROC/2026/57

1. The Chief Manager, Properties and Procurement, 14th Floor, Bank of Ceylon, Head Office, "BOC Square", No.1, Bank of Ceylon Mawatha, Colombo - 01 now invites sealed bids for Supply, Delivery, Installation and Maintenance of Water Dispensers and Supply of Water Bottles with the capacity of 19 Litres (19l) for Bank of Ceylon Head Office, General Manager's bungalow – Colombo 07, Ginthupitiya Stores and DR Center – Maharagama for 02 years' period for Bank of Ceylon.

This service consists of Supply, Delivery, Installation and Maintenance of Water Dispensers and Supply of Water Bottles with the capacity of 19 Litres for Bank of Ceylon for the locations specified under following zones.

Zone 1

Supply of Water Dispensers and 19L Water Bottles for Head Office Building of Bank of Ceylon (BOC) - Colombo 01 **from 15th Floor to 30th Floor, BOC Central Stores at Ginthupitiya– Colombo 13 and BOC DR Center – Maharagama**

Zone 2

Supply of Water Dispensers and 19L Water Bottles for Head Office Building of Bank of Ceylon (BOC) - Colombo 01 **from Basement to 14th Floor and General Manager's Bungalow - Colombo 07**

The contract shall be awarded to two (02) separate bidders. Zone 1 shall be awarded to the substantially responsive lowest evaluated bidder and Zone 2 shall be awarded to the substantially responsive second lowest evaluated bidder.

2. To be eligible and qualify for contract award, the successful bidder,
 - a) shall have a valid Business Registration in Sri Lanka.
 - b) Shall have minimum Average Annual Turnover of Rs 7.5 Million above for last three (03) years 2022/23, 2023/24 and 2024/25 or 2022,2023 and 2024. (Companies shall submit Annual Reports or Audited Financial Statements. Sole proprietor or Partnerships shall submit Financial Reports certified by a Chartered Accountant, if Annual Reports or Audited Financial Statements, are not available.)
 - c) Shall have experience in Supply, Delivery, Installation and Maintenance of minimum 50 Water Dispensers and Supply of minimum 10,000 Water Bottles with the capacity of Liters (19 l) within a year 2024 or 2025 for commercial establishments (end users) in Sri Lanka.
3. Bids shall not be entertained from firms or persons who have been placed in the List of Defaulting Contractors/Suppliers of the Government of Sri Lanka or Bank of Ceylon.
4. **Bidders may submit bids for 10,000 Nos. of Water Bottles (19L) and Service Charges for Water Dispensers for two years (two services per Dispenser per year). Zone 1 shall be awarded to the substantially responsive lowest evaluated bidder and Zone 2 shall be awarded to the substantially responsive second lowest evaluated bidder.**
5. Interested bidders may purchase a complete set of bidding documents in English language at the below mention address between 0900 hrs to 1500hrs on working days of the Bank up to 30.04.2026 by submission of a written application and upon payment of a nonrefundable fee of Rs. 4,000.00 including taxes. Mode of payment is cash (Payment method – cash).
6. Perfected bidding documents shall be accompanied by a Bid Security of Rs.165,000.00 issued by a licensed commercial bank operating in Sri Lanka, other than Bank of Ceylon. Cash Deposits / Pay Orders / Bank Drafts are also acceptable in lieu of Bid Securities. Cheques drawn by the bidder shall not be accepted.
7. Important Dates:

Pre- Bid meeting	27.04.2026 at 1100 hours at 14th floor of the Bank of Ceylon Head Office.
Last date & time of issuing Bidding Documents	1500 hours on 30.04.2026
Date & Time of Closing of the Bid	1000 hours on 04.05.2026
Date & Time of Opening of the Bid	Immediately after the bid closing

The bids received later than 1000 hours shall be returned unopened.

8. The Bank of Ceylon reserves the right of rejecting any or all bids and the right of accepting any portion of a bid without adducing any reasons.
9. The bidders shall declare whether spouse or close relations in the case of individuals; spouses or close relations of partners in the case of partnership; spouses or close relations of Directors in case of Limited Liability Company; are employed / not employed in the Bank.
10. For further details, please contact Chief Manager (Properties and Procurement), Bank of Ceylon, 14th Floor, No 01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01 on Telephone Nos. 011 2204265/ 011 2204260.

Chief Manager
Properties & Procurement Department,
14th Floor, Bank of Ceylon Head Office,
"BOC Square", No. 01, Bank of Ceylon Mawatha,
Colombo 01, Sri Lanka.
Telephone: 094 112544310, 094 11 2204265
E-mail: procurement1@boc.lk
Date :