



INVITATION FOR BIDS

SELECTING A SERVICE PROVIDER FOR PRINTING, ENCLOSING, SORTING AND DISPATCHING SECURITY STATEMENTS FOR BANK OF CEYLON **BOC/PROC/P/2026/124**

1. The Sealed Bids are hereby Invited from Local Security Printing Service Providers for Selecting a service provider for printing, enclosing, sorting and dispatching security statements for Bank of Ceylon as described below.

The scope of the procurement consists of carrying out the services of printing security statements (Current Account Statements/ Credit Card Statements, Fixed Deposit Renewal Notices and Statements in similar nature) enclosing, sorting and dispatching statements to customers in Sri Lanka through the Postal Department. The Security Printing Services shall be provided to the highest standards and performed to the entire satisfaction of the Management of the Bank of Ceylon.

Total Estimated Cost of this project will be Rs. 45.0Mn (without Taxes)

The intended contract period shall be for a period of one (01) year from the date of execution of the agreement.

General:

The Bidders shall comply with the following minimum pre-qualification criteria to be eligible for this procurement (Bidders who do not comply with the eligibility criteria will be rejected).

- a) The Bidder must be a company, registered within Sri Lanka with the Department of Registrar of Companies.
- b) The Bidder shall not be on the list of Defaulting Contractors of the Government of Sri Lanka or of the Bank of Ceylon.
- c) The Bidder shall not have a conflict of interest relate to the business domain of the Bank within Sri Lanka.

i. Financial Capabilities:

- a) The bidder shall have minimum average annual turnover of Rs. 75.0Million in last three financial years (2024/25, 2023/24, 2022/23 or 2024,2023,2022).

- b) Bidder shall have minimum amount of liquid assets and/or credit facilities not less than Rs.15 Million.

ii. Performances and Experiences of the Bidder and the Proposed Solution:

Bidder shall have continuous experience in last 5 years (from 2021 – 2025) for Printing of Security Statements (Current Account Statements/ Credit Card Statements/ Fixed Deposit Renewal Notices and any other security documents in similar nature) enclosing, sorting and dispatching to customers through the Postal Department.

- 1) It is mandatory to submit certified documentary evidence along with the Bid to prove eligibility for the above Bidder's Qualification Criteria by the Bidder. In the event such documentary evidence is not submitted the Bid is liable to be rejected.
- 2) Interested bidders may purchase a complete set of bidding documents in English language at the below mentioned address between 9.00 a.m. to 3.00 p.m. on working days of the Bank up to 11.05.2026 by submission of a written application and upon payment of a nonrefundable fee of Rs. 13,500.00 only (including taxes). The Method of Payment will be in Cash.
- 3) Important Dates:
 - i. Last date & time for issuing of Bidding Documents : 1500 hrs on 11.05.2026
 - ii. Closing date & time of Bids : 1000 hrs on 12.05.2026
 - iii. Pre-bid meeting : 1100 hrs on 30.04.2026
 - iv. Opening date & time of Bids : Immediately after closing of bids
- 4) Bid documents shall be compiled with the minimum specifications in Section V and accompanied by the required Bid Guarantee for sum of Rupees Five Hundred and Fifty Thousand (Rs. 550,000.00) Only issued by a Licensed Commercial bank operating in Sri Lanka, other than Bank of Ceylon. Cash Deposits (Refundable) is also acceptable in lieu of Bid Securities. Cheques drawn by the bidder shall not be accepted as the Bid Security.

SECTION I: INVITATION TO BIDS

5) Bidders, must in all respects, observe and conform to the “Conditions of Contracts” set out in Section VI.

6) Bids which include following documents must be delivered to the address below.

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

Ensure documents are submitted properly in line with the instructions to Bidders (ITB)

7) Letter of Authorization to sign the bid shall be annexed.

8) 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.

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