



Tele Nos. 2204260, 2204270

Department.

Fax No. 2449629

Properties and Procurement

14th Floor, Bank of Ceylon
No. 01, "BOC Square",
Bank of Ceylon Mawatha,
Colombo 01.

INVITATION FOR BIDS

SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF 250 NOS. OF PASSBOOK PRINTERS TO BANK OF CEYLON

BID NO. BOC/PROC/P/2026/73

1. The Chief Manager, Properties and procurement invites sealed Bids for the above procurement.
2. Bidders shall comply with the following minimum Pre-qualification criteria to be eligible for this bid.
 - I. **Financial Capabilities:**
 - a) Bidder should have a minimum average annual turnover of Rs. 60.0 Million for the last three financial years as per the Audited Financial Statements. (2024/25, 2023/24 and 2022/23 or 2024, 2023, 2022).
 - II. **Performances and Experiences of the Bidder and Proposed Solution:**
 - a) Bidder Should have at least 3 years' experience in Supplied, installed, commissioned and maintained **Passbook Printers** as at Bid Closing Date.
 - b) Supplied and maintained at least **200 Nos. Passbook Printers** in any brand in commercial establishments in Sri Lanka during **last Three years** with active service maintenance at the bid submission date (2025, 2024, 2023).
 - c) The Bidder shall have proven ability to maintain Passbook Printers, through decentralized own service center network / dealer network / authorized agent network / employee spread island-wide. Minimum one Service Centre, Dealer, or Authorized Agent has been operational in each of the nine (09) provinces (from the bid closing date).
3. It is mandatory to submit 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 Bid is liable to be rejected.

4. Important Dates:

- i. Last date & time for issuing Bid documents : 1500 hrs on **25.05.2026**
- ii. Time duration for issue of Bid Documents : From 0900 hrs to 1500 hrs
- iii. Pre Bid Meeting : 11.00 am on **15.05.2026**
- iv. Closing date & time of Bid : 1000 hrs on **26.05.2026**
- v. Opening date & time of Bid : Soon after closing of the Bid
- vi. Bid shall be valid up to 91 days from the date of closing of Bids.
- vii.

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 address, The Chief Manager, Properties and Procurement, 14th Floor, Bank of Ceylon, “BOC Square”, No.01, Bank of Ceylon Mawatha, Colombo-01 upon payment of a non-refundable fee of **Rs. 11,500/-** including taxes. Mode of payment is cash. Bidders may make the cash payment at the office of the undersigned

6. Bid documents should be compiled with the minimum specifications in Section V – Schedule of Requirements and accompanied by the required Bid Security valid up to **22.08.2026** for a sum of Rs. 400,000/- issued by a licensed commercial bank operating in Sri Lanka, other than Bank of Ceylon. Cash Deposit is also acceptable in lieu of Bank Guarantee. Bidders may make the cash payment at the office of the undersigned. Payment slip should be attached to the bid.

7. Bidders, must in all respects, observe and conform to the Bidding Data Sheet set out in Section II.

8. The Bid must be registered under the Public Contract Act No 3 of 1987 at registrar of companies’ office and submit a PCA3 form accordingly as per the provisions made in the said act.

9. For Clarification of bid purposes only, the Purchaser’s address is:

Attention: Chief Manager

Address: Properties and Procurement Department, 14th Floor, Bank of Ceylon, “BOC Square”, No: 01, Bank of Ceylon Mawatha, Colombo 01

Telephone: +94 011 220 42 33 / 60

Facsimile number: +94 011 244 96 29

Electronic mail address: procurement@boc.lk

10. 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.

Chief Manager

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

Date: