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Properties & Procurement Dept.,  
14th Floor, Bank of Ceylon,  
"BOC Square", No.1,  
Bank of Ceylon Mawatha,  
Colombo 1,

Dear Sir/s.

**INVITATION FOR BIDS**  
**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF**  
**100 NOS. PERSONAL COMPUTERS FOR BANK OF CEYLON**  
**BID NO. BOC/PROC/P/2026/351**

1. Sealed Bids are hereby invited for Supply, Delivery, Installation, Commissioning and Maintenance of 150 Nos. Personal Computers for Bank of Ceylon from local or foreign manufacturers or their accredited local agents, who have following pre-qualifications;
  - i. The Bidder shall have a valid business registration minimum for five (05) years as at date of bid closing.
  - ii. The Bidder shall not be in the list of Defaulting Contractors of the Government of Sri Lanka or of the Bank of Ceylon.
  - iii. The Bidder shall have an Average Annual minimum turnover of LKR 90 million for the last three (03) financial years (2024/25, 2023/24 and 2022/23 or 2024, 2023 and 2022).
  - iv. The Bidder shall be an Authorized Direct Sales Partner and an Authorized Service Provider for the offered make. Manufacturer's confirmation is mandatory.
  - v. The Bidder shall have supplied, installed Island wide, and also currently maintaining on-site, to Government /Commercial institutions in Sri Lanka during last three (03) years with the tendered make minimum of 150 Personal Computers. Documentary evidence shall be submitted of all orders executed during the last three (03) years (from the bid closing date).
  - vi. The Bidder shall have proven ability to maintain Computers, 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 for the last three (03) years (from the bid closing date), with evidence. Each Service Centre, Dealer, or Authorized Agent must employ a minimum of One (01) technical staff. In cases where contract-based or permanent employees are utilized by the Bidder, a minimum of one (01) technical staff shall be employed in each of the nine (09) provinces for the past three (03) years (from the bid closing date). All the above requirements shall be physically available and maintained in each of the nine (09) provinces.

2. 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.
3. 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, 14<sup>th</sup> Floor, Bank of Ceylon, "BOC Square", No.1, Bank of Ceylon Mawatha, Colombo 01 upon payment of a nonrefundable fee of LKR. 14,000/- including taxes.
4. Important Dates:
  - i. Last date & time for issuing Bid documents : 1500 hrs on 15.06.2026
  - ii. Time duration for issue of Bid Documents : From.0900 hrs. to 1500 hrs
  - iii. Closing date & time of Bid : 1000 hrs on 16.06.2026
  - iv. Pre-Bid Meeting : 1100 hrs on 05.06.2026 at 14<sup>th</sup> Floor, Properties & Procurement Dept, Head office, Colombo 01.
  - v. Opening date & time of Bid : Immediately after closing of Bids
5. Perfected bidding documents should be accompanied by a Bank Guarantee/Bid Bond for the value relevant to the bid from a commercial bank in Sri Lanka (other than Bank of Ceylon) acceptable to the Bank. Cash Deposits/ Pay Orders/ Bank Drafts are also acceptable in lieu of Bid Bonds. Cheques drawn by the bidder will not be accepted. The amount of the Bid Security or security deposit shall be Rs. 600,000.00 and shall be valid up to 13.10.2026.
6. Bidders, must in all respects, observe and conform to the 'Conditions of Bid' set out in Section VI.
7. The following documents annexed to this Invitation for Bid are required to be read, signed and returned by the Bidder along with this Invitation For Bid.

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
8. Letter of Authorization to sign/ commit the bidder shall be annexed.
9. 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**

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