



Tele Nos. 2204260, 2204270
Fax No. 2449629

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, COMMISSIONING AND MAINTENANCE OF 100 NOS. OF
NOTE COUNTING AND DETECTING MACHINES WITH THERMAL PRINTERS FOR BANK OF
CEYLON**

BID NO. BOC/PROC/P/2026/231

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. The Bidder should have an average minimum annual turnover of LKR 70.0 million for the three financial years (2024/2025, 2023/2024 and 2022/23 or 2024, 2023 and 2022) and should have a positive net worth.
 - ii. The Bidder should be an Authorized Direct Sales Partner and Authorized Service Provider for the offered make. Manufacturer's confirmation is mandatory.
 - iii. The Bidder should have island-wide service centers or dealer / agent network.
 - iv. The Bidder should have Supplied, Installed and Commissioned minimum 300 Nos. Standalone Note Counting and Detecting Machines in Sri Lanka within last 05 years (from 2021.05.30 up to bid closing date). Documentary evidence should be submitted of all orders executed during the last 5 years.
 - v. The Bidder should have minimum 02 active maintenance contracts for at least 50 Nos. Standalone Note Counting and Detecting Machines with financial institutions in Sri Lanka.
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 : 15 00 hrs on **15.07. 2026**
 - ii. Time duration for issue of Bid Documents : From 09 00 hrs to 15 00 hrs
 - iii. Closing date & time of Bid : 1000 hrs on **16.07.2026**
 - iv. Opening date & time of Bid : Soon after closing of the bid
 - v. Pre- Bid Meeting : 1100 hrs on 06.07.2026
 - vi. Bid shall be valid up to 77 days from the date of closing of Bids.

Classification: BOC Internal Use

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 **LKR 11,500.00** 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 **29.10.2026** for a sum of Rs. 580,000/- 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 Bank Guarantee. Cheques will not be accepted as Bid Security. 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 60 / 70
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.
11. Evidence for authorization to sign/commit the bidder should be submitted (Power of Attorney / Certified copy of extract of Board Resolution) as appropriate. Sole proprietors are exempted from this requirement. If it is a Partnership, all partners should appoint the attorney or all partners should sign the bid.
12. The bidders should declare whether spouse or close relations in the case of individuals; spouses or close relations of partners in the case of partnership; spouse or close relations of Directors in the case of Limited Liability Company; are employed / not employed in the Bank. (Section IV – Form 09).

Chief Manager

Properties and Procurement Department, 14th
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