



INVITATION FOR BIDS

SELECTION OF A SERVICE PROVIDER FOR OBTAINING THE SERVICE OF 76 PERSONS FOR THE POST OF MULTIDUTY ASSISTANTS TO THE BANK OF CEYLON HEAD OFFICE AND BRANCH NETWORK ON OUTSOURCED BASIS FOR THE PERIOD OF TWO YEARS

BID NO: BOC/PROC/P/2026/273

Sealed Bids are hereby invited for Selection of a service provider for obtaining the service of 76 persons for the post of Multiduty Assistants to the Bank of Ceylon Head Office and Branch network on outsourced basis for the period of two years from service providers who comply with the below mentioned eligibility criteria.

1. Eligibility Criteria

- 1.1 The Bidder should not currently be placed in the list of Defaulters/ Blacklisted by Bank of Ceylon.
- 1.2 The Bidder should have maintained an outsourced cadre of over 100 employees at the time of submitting the Bid and should be capable of providing sufficient numbers. (Verifiable by EPF/ ETF Returns for the 06 months commencing from November 2025).
- 1.3 The Bidder should have a minimum of LKR 15.0 Million average annual turnover during the past three consecutive years 2022/23, 2023/24 and 2024/25 or 2022, 2023 and 2024. (Companies shall submit Annual Reports/ Audited Financial Statements including the audit opinion. Sole proprietor or Partnerships shall submit Annexure VI, certified by a Chartered Accountant if Annual Reports/ Audited Financial Statements including the audit opinion, are not available.)
- 1.4 The Bidder should be a registered Manpower service provider for the last 03 years (from 2023.04.01 up to date). Documentary evidence should be submitted (Registration of Business)

- 1.5 The Bidder should have provided similar manpower service with minimum cadre of 40 personnel for a single institution in Sri Lanka within the last three (3) years for a single institution in Sri Lanka. (Documentary evidence should be provided with details of companies and the cadre provided).
2. Bidding document can be inspected free of charge at the Office of the Chief Manager (Properties and Procurement), Bank of Ceylon, 14th Floor, No 01, "BOC Square", Bank of Ceylon Mawatha Colombo 01, on any working day from 0900 hrs to 1500 hrs until **23.07.2026**.
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 Chief Manager (Properties and Procurement), Bank of Ceylon, 14th Floor, No 01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01 on any working day from **0900 hrs** to **1500 hrs** until **23.07.2026** upon payment of a nonrefundable fee of **Rs. 30,000.00** including Taxes. The Method of Payment will be in Cash.
4. Bids should only be submitted on the Bidding Documents obtained from Chief Manager (Properties and Procurement), Bank of Ceylon. Duplicated Bidding Documents are not allowed to submit Bids.
5. Sealed Bids with the duplicate copy shall be deposited in the box available at the Office of the Chief Manager (Properties and Procurement), Bank of Ceylon, 14th Floor, No. 01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01 for this purpose or sent by registered post addressed to Chief Manager (Properties and Procurement) of the above address to reach him on or before **1000 hrs** on **24.07.2026**. Late bids will not be accepted. Bids shall be opened soon after closing of the Bids. Bidders or their representatives may attend the bid opening.
6. Bids shall be accompanied by a Bid Security of **Rs 1,800,000/-** in the form of bank guarantee obtained from a licensed commercial bank **other than Bank of Ceylon** which shall be valid up to **20.11.2026** or cash deposit slip for the same amount. Personal cheques drawn by the bidder will not be accepted.
7. The pre-bid meeting will be held on **10.07.2026** at **1100 hrs** at the 14th Floor, Bank of Ceylon Head Office Building.

8. PCA 3 FORM should be accompanied with the Bid as per provision set out in the Public Contract Act No 3 of 1987 or any amendments thereof.
9. The Bank reserves the right of rejecting any or all Bids and the right of accepting any portion of the Bid without adducing any reason.
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 No. 011 2204262/ 2544310.

**Chief Manager (Properties and Procurement),
Bank of Ceylon,
14th Floor,
No 01, "BOC Square",
Bank of Ceylon Mawatha,
Colombo 01**