

BANK OF CEYLON

INVITATION FOR BIDS (IFB)

**PRINTING, SUPPLY & DELIVERY OF 22,000 UNITS OF CHEQUE DEPOSIT SLIPS
FOR BANK OF CEYLON (ITEM CODE.70176)**

BID NO. BOC/PROC/P/2026/456

The Chief Manager, Properties and Procurement, 14th Floor, Bank of Ceylon, Head Office, “BOC Square”, No.1, Bank of Ceylon Mawatha, Colombo 01 now invites sealed bids for “Printing, Supply and Delivery of 22,000 Units of Cheque Deposit Slips for Bank of Ceylon (Item Code.70176) “as per the below mentioned category from local suppliers who comply with the below mentioned eligibility criteria.

1. Qualification and Experience

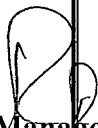
S. No.	Minimum Requirement
1.1	Bidder shall have minimum 03 years of experience.
1.2	Bidder shall have supplied NCR Slips minimum 5,000,000 sets within a calendar year since 01.01.2023.
1.3	Bidder shall have an Average Annual Turnover of Rupees Thirty Million (30 Mn.) for last three (03) years 2022/23, 2023/24 and 2024/25 or 2022, 2023 and 2024.

- Bidding documents may be inspected free of charge at the Office of the Chief Manager, Properties and Procurement Department, 14th Floor, Bank of Ceylon Head Office, “BOC Square”, No. 01, Bank of Ceylon Mawatha, Colombo 01, during **0900 hrs to 1500 hrs** on working days **until 25.08.2026**.
- Bidding documents could be obtained from the Chief Manager, Properties & Procurement Dept., 14th Floor, Bank of Ceylon Head Office, “BOC Square”, No.01, Bank of Ceylon Mawatha, Colombo 01, after making payment of a non-refundable fee of Rs. **7,000.00** inclusive of Tax. (Payment method – Cash.) Sample shall also be inspected by the bidder when collecting the Bidding document.

4. Important Dates:

- i. Last date & time for issuing Bid documents : 1500 hrs on 25.08.2026
- ii. Time duration for issuing of Bid Documents : From 0900 hrs. to 1500 hrs
- iii. Closing date & time of Bid : 1000 hrs on 28.08.2026
- iv. Opening date & time of Bid : Immediately after closing of bids

- 5. Perfected Bid documents should be accompanied by a Bank Guarantee/Bid Security for **Rs. 300,000.00** issued by a licensed commercial bank in Sri Lanka (other than Bank of Ceylon) **valid until 25.12.2026**. Cash Deposit is also acceptable in lieu of Bid Guarantees.
- 6. The bidder must be registered for the particular bid 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.
- 7. The Bank of Ceylon reserves the right of rejecting any or all bids and the right of accepting any portion of a bid without adducing any reasons.


Chief Manager

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