

INVITATION FOR BIDS

SELECTION OF SINGLE SERVICE PROVIDER FOR BUILDING MAINTENANCE AND JANITORIAL SERVICE OF BANK OF CEYLON HEAD OFFICE BUILDING, GENERAL MANAGER'S BUNGALOW, CARD CENTRE AT WTC, CENTRAL STORES AT GINTHUPITIYA AND DARLEY ROAD STORES PREMISES

BID NO. BOC/PROP/P/2026/556

1. The Chairperson, Corporate Procurement Committee Bank of Ceylon, No.01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01 now invites sealed bids from Janitorial Service Providers for Selection of Single Service Provider for Building Maintenance and Janitorial Service of Bank of Ceylon Head Office Building, General Manager's Bungalow, Card Centre at WTC, Central Stores at Ginthupitiya and Darley Road Stores Premise as described below.

The works consist of carrying out of cleaning, up-keeping and maintenance of these premises. The janitorial services shall be provided to the highest standards and performed to the entire satisfaction of the Management of the Bank of Ceylon.

The Contract period is two (02) years.

2. Bidding will be conducted through National Competitive Bidding (NCB) Procedure
3. To be eligible and qualify for contract award, the successful bidder,
 - a) shall not have been placed in the List of Defaulting Contractors / Suppliers of the Government of Sri Lanka or of the Bank.
 - b) The Bidder should be a registered Manpower service provider with minimum of 10 years as at the date of the Bid opening date. (Documentary evidence should be submitted - Registration of Business or Certificate of Incorporation)
 - c) should have at least one assignment for a period of minimum one year for a multistoried building having floor area not less than 100,000 sq.ft during last two (02) years.

- d) The Bidder should have maintained cadre of over 100 janitors 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 January 2026).
 - e) The Bidder should have a minimum of LKR 100.0 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.)
 - f) shall have minimum amount of Liquid Assets and/or Credit facilities not less than Rs.7.5 Million (Documentary evidence shall be submitted)
4. Bidding document may be inspected free of charge at the Office of the Chief Manager (Properties and Procurement), Bank of Ceylon, 14thFloor, No 01,"BOC Square", Bank of Ceylon Mawatha Colombo 01, on any working day from 0900 hrs to 1500 hrs from **22.09.2026** until **12.10.2026**
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 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** from **22.09.2026** until **12.10.2026** upon payment of a nonrefundable fee of **Rs.25,000.00** only (Including Taxes.) The Method of Payment will be in Cash.
6. 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.
7. Sealed Bids in duplicate shall be deposited in the box available at the 14th Floor, Bank of Ceylon, 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 **13.10.2026**. 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.

8. The Bid shall be valid up to **12.01.2027** (91 Days from the date of closing of Bids.)
9. Bids shall be accompanied by a Bid Security of Rs. **1,700,000.00** (Rupees One Million Seven Hundred Thousand only) in the form of bank guarantee irrevocable, unconditional and on demand obtained from a licensed commercial bank operating in Sri Lanka other than Bank of Ceylon which shall be valid up to **09.02.2027** or cash deposit slip/bank draft for the same amount. Personal Cheques drawn by the bidder will not be accepted.
10. The pre-bid meeting will be held on **30.09.2026** at **1100 hrs** at the Conference Room, 14th Floor, Bank of Ceylon, No 01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01.
11. 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.
12. Authorized person who signed the Bid should be declared by a Board Resolution / registered Power of Attorney as appropriate and the document should be submitted along with the Bid.
13. 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.
14. 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; spouses or close relations of Directors in the case of Limited Liability Company; are employed / not employed in Bank of Ceylon.

15. 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 Nos. 0112544310 / 2204270.

The Chairperson,
Corporate Procurement Committee,
C/o Chief Manager (Properties and Procurement),
14th Floor, Bank of Ceylon,
No:01,"BOC Square",
Bank of Ceylon Mawatha,
Colombo 01.