

BANK OF CEYLON
INVITATION FOR BIDS (IFB)
Supply, Delivery Installation, Commissioning and Maintenance of Biometric Attendance
System (Finger Print devices and Software Solution) & 300 Nos Fingerprint Scanning
Machines to Bank of Ceylon Head office and Branches
BID NO. BOC/PROC/P/2026/478

1. 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 Procurement for Supply, Delivery Installation, Commissioning and Maintenance of Biometric Attendance System (Finger Print devices and Software Solution) & 300 Nos Fingerprint Scanning Machines to Bank of Ceylon Head office and Branches.

Applicable non-refundable Fee	Rs. 5,700.00 including taxes	
Last date & time of issuing Bidding Documents	15:00 hours on 09.10.2026	
Date & Time of Closing and Opening of the Bid	10:00 hours on 12.10.2026	
Pre- Bid meeting will be held on	02.10.2026 at 11:00 hours at the Bank of Ceylon Head Office premises.	

2. Bidders shall comply with the following minimum Eligibility Criteria to be eligible for this bid.

i. General:

- a) The Bidder or any party/parties of the Bidder should not be on the list of Defaulting Contractors of the Government of Sri Lanka or of the Bank of Ceylon.
- b) The Bidder shall be an Authorized Direct Sales Partner and an Authorized Service Provider for the existing Attendance Management System and Finger Print Scanning Machines (ZKTeco) of the Bank.

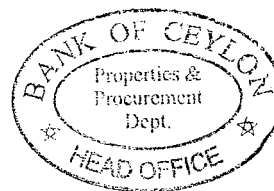
ii. Financial Capabilities:

The bidder should have an average annual turnover of LKR 25.0 Million minimum in three financial years (2023/24, 2022/23 and 2021/22 or 2024, 2023 and 2022).

iii. Performances and Experiences of the Bidder and the Proposed Solution:

The Bidder should have Supplied, Installed, Commissioned and Maintained a minimum 100 Nos. Finger Print scanning Machines including related software in Sri Lanka within last 03 years from the date of bid opening.

3. Interested bidders may purchase a complete set of bidding documents in English language at the below mention address between 9.00 a.m. to 3.00 p.m. on working days of the Bank up to 09.10.2026 by submission of a written solution and upon payment of a nonrefundable fee of Rs. 5,700.00 including taxes (Payment method – cash).



4. 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. 200,000.00 and shall be valid up to 08.02.2027.
5. Bids will be opened immediately after closing at 10.00 a.m. on the due date and the bids received later than 10.00 a.m. will be rejected and returned unopened.
6. 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.
7. Further details could be obtained from the Chief Manager, Properties & Procurement Dept.

Chief Manager

Properties & Procurement Department,
14th Floor, Bank of Ceylon Head Office,
"BOC Square", No. 01, Bank of Ceylon Mawatha,
Colombo 01, Sri Lanka.
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