

BANK OF CEYLON
INVITATION FOR BIDS (IFB)
Supply, Delivery, Installation, Commissioning and Maintenance of 01 No. Brand New
Passenger Elevator for Bank of Ceylon Galle City Branch
BID NO. BOC/PROC/P/2026/452

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 **Supply, Delivery, Installation, Commissioning and Maintenance of 01 No. Brand New Passenger Elevator for Bank of Ceylon Galle City Branch.**
2. Bidder shall comply with the following minimum Eligibility Criteria to be eligible for this bid.
 - i. The bidder should have an average annual turnover of minimum Rs.50.0 Mn. in last three financial years (2024/25, 2023/24 and 2022/23 or 2024,2023,2022)
 - ii. The Bidder shall have successfully supplied, installed, commissioned, and maintained a minimum of ten (10) elevators per year of the offered brand in Sri Lanka, continuously for a minimum period of five (05) years preceding the bid closing date.
 - iii. Bidder shall have supplied and maintained at least 75 Nos. passenger Elevators in institutions in Sri Lanka during last five (05) years preceding the bid closing date.
 - iv. Bidder shall have a valid Manufacture’s Letter of Authorization to Bid for the offered Brand.
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. Bids will not be entertained from firms or persons who have been placed in the List of Defaulting Contractors/Suppliers of the Government of Sri Lanka or Bank of Ceylon.
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 Rs. 5,000.00 including taxes.
6. Important Dates:
 - i. Last date & time for issuing Bid documents : 1500 hrs. on **13.10.2026**
 - ii. Time duration for issue of Bid Documents : From 0900 hrs. to 1500 hrs.
 - iii. Pre-bid meeting : The pre-bid meeting will be held on **06.10.2026** at 1100 hrs at Bank of Ceylon, Galle City Branch
 - iv. Closing date & time of Bid : 1000 hrs. on **14.10.2026**
 - v. Opening date & time of Bid : Soon after closing of the bid
 - vi. Bid shall be valid up to 91 days from the date of opening of Bids.

7. Perfected bid documents should be accompanied by a Bid Security in a Form of a Bank Guarantee for a sum of **Rs. 150,000.00** issued from a licensed commercial bank **other than the Bank of Ceylon**, valid upto **10.02.2027** Cash Deposits are also acceptable in lieu of Bank Guarantee. Bidders may make the cash payment at the office of the undersigned. Payment slip shall be attached to the bid.
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.
- 10 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 / 71
Facsimile number: +94 011 244 96 29
Electronic mail address: procurement@boc.lk
11. 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.
12. Evidence for authorization to sign/commit the bidder shall be submitted (Registered 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 shall appoint an attorney or all partners shall sign the Bid.
13. The bidders shall 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.

Chief Manager

Properties and Procurement Department, 14th Floor,
Bank of Ceylon, "BOC Square", No: 01, Bank of
Ceylon Mawatha, Colombo 01