INVITATION FOR BIDS

Renting a Motor vehicle (Car) with Driver for the use of Area Manager (Matara West)- Bank of Ceylon, Southern Province Office, Matara for a period of one year (2026/27)

Bid No: BOC/SP/2026/30

The Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No11, Kumarathunga Mawatha, Matara now invites sealed bids from qualified vehicle owners for Renting a Motor vehicle (Car) with Driver for the use of Area Manager (Matara West)- Bank of Ceylon, Southern Province Office, Matara (2026/27)

as described below.

1. **Contract period**: The hiring period will be for one (01) year from the date of awarding.
2. **Eligibility Criteria for Contract Award:** The successful bidder must satisfy the following:

- **Exclusions:** Bank of Ceylon staff members and their immediate family members are not eligible to apply.
- **Vehicle Condition:** Vehicles must be in good running condition.
- **Manufacturing Year:** Must be within the last 10 years from the date of Manufacture
- **Specifications:** Cars should be Sedan Type, have Air Conditioning facilities and an engine capacity of 1500 CC or above with comfortable seating
- **Insurance:** Shall possess a comprehensive insurance policy covering both passengers and commercial hiring purposes, a valid hiring insurance policy, comprehensive insurance coverage for all passengers with a minimum of Rs.1,000,000.00 per passenger, and third-party coverage. Proof of valid insurance must be provided by supplier after awarding the contract.
- **Replacement Policy:** The specific vehicle contracted must be supplied. In the event of a breakdown or withdrawal, it must be replaced with a vehicle of similar or superior specifications accepted by the Bank. The Vehicle should be available every day for 24 hours as decided by the bank and must be provided without refusal, even in the event of an urgent notice.
- **Operational Costs:** The supplier is responsible for all costs, including fuel, driver wages, routine maintenance, and any other additional overheads.
- **Driver Requirements:** A professional driver must be provided by the supplier and must possess a valid, clean driving license.

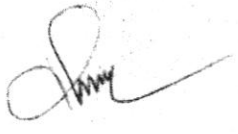
3. Bidding document may be inspected free of charge at the Office of The Operations Manager, Bank of Ceylon, Southern Province, No.11, Kumarathunga Mawatha, Matara on any working day from 9.00 hours to 15.00 hrs from 27.10.2026 until 16.11.2026

4. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No.11, Kumarathunga Mawatha, Matara on any working day from 09.00 hrs to 15.00 hrs from 27.10.2026 until 16.11.2026 upon payment of a non-refundable fee of Rs.1,500/- + Taxes (Rupees one Thousand Five Hundred +Tax). The Method of Payment will be in Cash.

5. Bids should only be submitted on the Bidding Documents obtained from The Operations Manager (Southern Province), Bank of Ceylon, Southern Province Office, No.11, Kumarathunga Mawatha, Matara. Applications should be submitted in a **sealed envelope**. Please indicate "Renting a Motor vehicle (Car) with Driver for the use of Area Manager (Matara West)- Bank of Ceylon, Southern Province Office, Matara (BOC/SP/2026/30)" on the top- left hand corner of the envelope.

6. Sealed Bids with the duplicate copy shall be deposited in the box available at the Office of the Operations Manager, Bank of Ceylon, Southern Province, No.11, Kumarathunga Mawatha, Matara for this purpose or sent by registered post addressed to The Operations Manager (Southern Province) of the above address to reach him on or before 10.30 hrs on 17.11.2026 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.

7. The bank reserves the right to reject any or all Bids and the right to accept any portion of the Bid without adducing any reason.



The Operation Manager (Southern Province)
Bank of Ceylon
Southern Province Office
No 11, Kumarathunga Mawatha
Matara