Tele Nos. 2204260, 2204270
Fax No. 2449629

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

INVITATION FOR BIDS

SUPPLY, DELIVERY AND INSTALLATION OF 04 NOS. FIRE PROOF DATA MEDIA SAFES AND 01 NO. TAPE CARRYING CASE FOR BANK OF CEYLON

BID NO. BOC/PROC/P/2026/767

1. The Chief Manager, Properties and procurement invites sealed bids for the above procurement.
2. Bidders shall comply with the following minimum Pre-qualification criteria to be eligible for this bid.

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

   a) Bidder should have a minimum average annual turnover of LKR 35 million for the last three financial years as per the Audited Financial Statements. (2025/2026, 2024/2025 and 2023/2024 or 2025, 2024, 2023).
   b) Bidder Should have experience in Supplied and installed similar nature items such as Fire proof Data Media Safes within last **Ten (10) years**.
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. Procurement shall be in following capacities and quantities;
   i. 04 Nos. of Fire Proof Data Media Safes
   ii. 01 No. Tape Carrying Case

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. 7,150.00 including taxes.

6. Important Dates:
   i. Last date & time for issuing Bid documents : 15 00 hrs on 30.11.**2026**
   ii. Time duration for issue of Bid Documents : From 09 00 hrs to 15 00 hrs
   iii. Pre-Bid Meeting : The pre-bid meeting will be held on 23.11.2026 at 11.00 at 14th floor of BOC Head Office.
   iv. Closing date & time of Bid : 1000 hrs on **01.12.2026**
   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 closing 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. 400,000.00** issued from a licensed commercial bank **other than the Bank of Ceylon**, valid upto 02.03.2027 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. Bidders, must in all respects, observe and conform to the Bidding Data Sheet set out in Section II.

9. 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 / 70
    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 should be submitted (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 should appoint the attorney or all partners should sign the bid.

13. 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; spouse or close relations of Directors in the case of Limited Liability Company; are employed / not employed in the Bank. (Section IV – Form 09).

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