BIDDING DOCUMENT

FOR

SELECTION OF A SUITABLE BUILDING IN THE ANURADHAPURA TOWN AREA ON A LEASE/RENT BASIS FOR THE ESTABLISHMENT OF A PREMIER BANKING CENTER FOR THE BANK OF CEYLON FOR A PERIOD OF 10 YEARS.

BID NO: BOC/PROP/P/2026/759

Bank of Ceylon

Bank of Ceylon Head Office, No. 01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01.

INVITATION FOR BIDS

SELECTION OF A SUITABLE BUILDING IN THE ANURADHAPURA TOWN AREA ON A LEASE/RENT BASIS FOR THE ESTABLISHMENT OF A PREMIER BANKING CENTER FOR THE BANK OF CEYLON FOR A PERIOD OF 10 YEARS.

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The Chief Manager (Properties & Procurement) on behalf of Bank of Ceylon, Bank of Ceylon Head Office, "BOC Square", No. 01, Bank of Ceylon Mawatha, Colombo 01, now invites sealed bids from bidders for Selection of a suitable building in the Anuradhapura town area on lease/rent basis for the establishment of a Premier Banking Center for the Bank of Ceylon for a period of 10 years.

Following Specifications to qualify for contract award include,

1. Legally constructed, single-storied building with a minimum floor area of 3,000 sq.ft., complying with street/building line regulations with fully tiled floor and a removable ceiling
2. Main road frontage of at least 45 ft. and building frontage of at least 30 ft.
3. A Generator Room of 10' x 10' at the rear with vehicular access way.
4. Parking for at least 6 vehicles
5. SLT telephone connection facility
6. Three – phase electricity (30A).
7. Separate Pipe-borne water supply and overhead water tank (min.1,000 liters).
8. Minimum of two toilets (separate for males and females)
9. In addition to the above requirements, interested building owners who fulfill the above requirements or who possess a building suitable for establishing a Premier Banking Center and meeting the above requirements are requested to submit the relevant details of the property together with the expected monthly rental for the proposed leased period of 10 years.
10. The Bidding Document and any other details can be obtained by contacting Bank of Ceylon-North Central Province office, Anuradhapura via Telephone No.025-2235680/ 025-2235683/025-2235685 or downloading from the Bank of Ceylon website www.boc.lk.

Sealed bids shall be deposited in the tender box available at the **14th floor, Bank of Ceylon, "BOC Square", No. 01, Bank of Ceylon Mawatha, Colombo 01**, or sent by registered post addressed to the Chief Manager, Properties and Procurement Department of the above address to reach him on or before **1000 hrs** on **11.12.2026** Late bids will not be accepted and returned unopened. The Bids will be opened immediately after the closing time in the presence of the Bidders' representatives who wish to attend.

For further details, please contact Chief Manager (Properties and Procurement), 14th Floor, Bank of Ceylon, "BOC Square", No. 01, Bank of Ceylon Mawatha, Colombo 01
on Telephone No. 011-2204270/011-2204267/011-2204260/011-2544310

The Chief Manager
(Properties and Procurement),
14thFloor,
Bank of Ceylon,
No. 01, "BOC Square", Bank of Ceylon Mawatha,
Colombo 01.

SELECTION OF A SUITABLE BUILDING IN THE ANURADHAPURA TOWN AREA ON A LEASE/RENT BASIS FOR THE ESTABLISHMENT OF A PREMIER BANKING CENTER FOR THE BANK OF CEYLON FOR A PERIOD OF 10 YEARS.

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1. Scope of Bid

Scope of the Bid is the Selection of a Suitable Building in the Anuradhapura Town Area on a Lease/rent Basis for the Establishment of a Premier Banking Center for the Bank of Ceylon for a period of 10 years.

The Bid No is BOC/PROP/P/2026/759

2. Submission of Bids

2.1 The bid shall be submitted in sealed envelopes addressed to the Chief Manager (Properties and Procurement), Properties & Procurement Department, 14th Floor, Bank of Ceylon Head Office No. 01, "BOC Square", Bank of Ceylon Mawatha, Colombo 01.and indicate the Bid No at the top right hand corner of the outer envelope.

2.2 Sealed proposals shall be deposited in the tender box available at 14th Floor, Bank of Ceylon, "BOC Square", No. 01, Bank of Ceylon Mawatha, Colombo 01, or sent by registered post addressed to the Chief Manager (Properties and Procurement) at the above address, to reach on or before **1000 hrs on 11.12.2026** Late proposals will be rejected.

The deadline for bid submission is:
Date:**11.12.2026**
Time: **1000 hrs**
Bid Opening: **Immediately after the closing of bids**.-

3. Contract Period

The contract period shall be 10 years commencing from the date of execution of the Rent/Lease Agreement between the selected bidder and Bank.

4. Terms of Payment

4.1 Monthly rent will be paid on or before the 10th of each months.

4.2 Utility Bills during the contract period will be settled by the BOC while Assessment taxes or any other statutory payments imposed by the Government or Local Authorities shall be borne by the Successful Bidder.

ELIGIBILITY, QUALIFICATION CRITERIA AND EVALUATION

1. Eligibility and Qualification Criteria

	General Criteria	Yes	Will be complied	No
1	Legally constructed, single-storied building with a minimum floor area of 3,000 sq.ft., complying with street/building line regulations with fully tiled floor and removable ceiling.			
2	Main road frontage of at least 45 ft. and building frontage of at least 30 ft.			
3	A Generator Room of 10' x 10' at the rear with vehicular access way.			
4	Parking for at least 6 vehicles			
5	SLT telephone connection facility			
6	Three – phase electricity (30A).			
7	Separate Pipe-borne water supply and overhead water tank (min.1,000 liters).			
8	Minimum of two toilets (separate for males and females)			

The bidders shall indicate the compliance status against each requirement using the following abbreviations:

Yes - The requirement is met by the Bidder exactly as stated.

Will be complied - The Requirements shall be fulfilled by the selected bidder within 02 months from the Letter of Acceptance issued by the bank or any other extended date agreed by the bank.

No - The requirement is not compliant or not willing to comply the requirement.

1.1 Buildings offered by Bidders who comply or who agree to comply with above Eligibility Criteria will be inspected by a Panel appointed by the bank to ascertain the suitability of the premises for Premier Banking Center. This Panel will basically review the possibility of natural catastrophes such as flood situation, location, conducive environment, other businesses located at the vicinity, access roads, additional parking facilities and any other necessary requirements.

1.2 The bidder who comply with the Eligibility and Qualification Criteria will be eligible for financial evaluation.

DOCUMENTS TO BE SUBMITTED WITH THE BID

1. **Mandatory Documents**

1.1 Bidding document signed by the property owner(s) or a person duly authorized (documents to prove legal rights shall be submitted along with the bid).

1.2 NIC copies of the owner(s) / authorized person.

1.3 Copies of all statutory documents (Approved Survey Plan, Approved Building Plan, Title Certificates or Deed, recent Non Vesting Certificate and Street Line Certificate, Certificate of Conformity (CoC) related with land and Building.

1.4 Photographs showing interior and surrounding conditions.

2. **Price Schedule**

Description	**Qty (a)**	**Unit**	**Rate per month (Rs.) (b)**	**Total (Rs.) (a*b)**
Rent for 1st Year – 3rd Year	36	Months		
Rent for 4th Year – 6th Year	36	Months		
Rent for 7th Year – 10th Year	48	Months		
Total rent for 10 years period				

3. The successful bidder shall enter into a Rent/ Lease Agreement with the Bank of Ceylon for the selected premises.

4. Selected bidder shall submit valid Fire Insurance coverage for the building as required prior to the execution of the Rent/Lease Agreement.

5. Successful bidder should provide or give concern to build security grills on rear doors and windows, an emergency exit and convenient access for persons with disabilities.

Name …….....

Address ……

Authorized
Signature ……

Date ……..