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எமது இல. } 04/10/005/0008/003
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

12.12.2022

Dear Sir/Madam,

Bid for Opening of Files for Employers and Inserting of 'C', 'C3' and 'C1' Forms of 2020, 2021 and 2022 into Employer's Files and Arranging such Files for Archival by the Employees' Provident Fund Department of the Central Bank of Sri Lanka

1. Sealed bids are invited from the eligible service providers (SP) to obtain the above-mentioned service for the Employees' Provident Fund Department (EPFD) of Central Bank of Sri Lanka (CBSL). Bidders who have experience in providing similar service for at least one reputed large-scale institution for a period not less than one (01) year as at 31.10.2022 are eligible to submit bids for this tender.
2. The Terms of Reference (TOR) relating to this tender is at Annex 01.
3. The following information/documents should be furnished along with the bid. Bids which are not compliant with the bid conditions will not be considered for further evaluation.
 - i. Brief company profile
 - ii. Certificate of Incorporation/Legal Status
 - iii. Financial proposal and time frame of the service (Annex III of the TOR)
 - iv. Experience in relevant areas including period of service with contact details of clients (Annex IV of the TOR)
 - v. Bid Guarantee (Annex V of the TOR)
 - vi. Dully filled and signed Form of Bid (Annex VI of the TOR)
4. The bidders shall quote prices as per Annex III of the TOR along with duly filled and signed Form of Bid (Annex VI of the TOR). The price quoted inclusive of all local taxes should be in Sri Lankan Rupees and valid for a minimum period of 90 days from the date of closure of bids. The price should remain unchanged during the validity period of the bid.

5. The bidder should furnish a Bid Guarantee (Annex V of the TOR) amounting to a sum of Rs. 300,000/= valid for a ninety (90) days from the date of closure of bid, by a bank draft or in the form of a Bank Guarantee in favor of the Superintendent of the Employees' Provident Fund on behalf of the Monetary Board of the CBSL obtained from a licensed commercial bank in Sri Lanka and the Bid Guarantee should be available at the time of bid opening.
6. Within ten (10) working days of the date of the Awarding Letter from the EPFD the successful bidder shall furnish security in a sum equivalent to 10% of the total contract price for the due performance of the contract. Such security shall take the form of a bank draft or a Performance Guarantee (Annex VII of the TOR) from a licensed commercial bank in Sri Lanka. The Performance Guarantee should be valid for fifteen (15) months from the date of award of the Tender.
7. A bidder who fails to enter into a contract or fails to furnish the required performance security within 10 working days from the date of the Letter of Award in writing that this bid has been accepted, shall be deemed to be disinterested in accepting the award, and the Bid Guarantee shall be forfeited.
8. The Procurement Committee (PC) reserves itself the right to accept any bid or reject any or all bid(s) or any part of the bid received, and is not bound to accept the lowest quotation. The PC's decision shall be final about the awarding of the contract.
9. The successful bidder shall not assign the Contract or any part thereof to any other third party.
10. A pre-bid meeting is scheduled to be held at **10.30 hrs** on **22.12.2022** at the Head Office Building, Central Bank of Sri Lanka, No. 30, Janadhipathi Mw, Colombo 01 for the purpose of explaining the scope of work pertaining to this service for potential bidders. Those who are interested in attending the pre-Bid meeting should forward their names and NIC numbers to tenders.epf@cbsl.lk on or before **21.12.2022** in order to facilitate the security clearances.
11. The bids enclosed in sealed envelopes marked "**Bid for Opening of Files for Employers and Inserting of 'C', 'C3' and 'C1' Forms of 2020, 2021 and 2022 into Employer's Files and Arranging such Files for Archival by the Employees' Provident Fund Department of the Central Bank of Sri Lanka**" at the top left-hand corner of the cover should be:
 - (i) sent by registered post to reach the Superintendent, Employees' Provident Fund Department, Central Bank of Sri Lanka, No.30, Janadhipathi Mawatha, Colombo 01, not later than **1430 hrs** on **03.01.2023**.

OR

(ii) deposited in the tender box located in the mail room at Level 4 of the same building not later than **1430 hrs** on **03.01.2023**.

12. The full name and address of the bidder should be shown at the bottom left hand corner of the envelope.
13. Bids will be opened immediately after closing the bids on **03.01.2023** at the EPFD. Those who are interested in attending the Bid Opening to be held at the EPFD premises, should forward their names and NIC numbers with the company name to the Corporate Services and Administration Division of EPFD in order to facilitate the security clearance.
14. For further details, you may contact –
Senior Assistant Superintendent / EPFD, Contact No: 011 2477962 or 011 2477969.
Email: tenders.epf@cbsl.lk.

Yours faithfully,

Sgd. Superintendent
Employees' Provident Fund Department
Central Bank of Sri Lanka