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எமது இல. }  
My No. }

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உமது இல. }  
Your No. }

01.07.2024

Dear Sir/Madam,

**Bid for Obtaining Services for Book Binding of 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 the Central Bank of Sri Lanka (CBSL).
2. The Terms of Reference (TOR) relating to this tender is at Annex I.
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. A brief Company Profile
  - ii. Certificate of Incorporation/Legal status.
  - iii. One year experience in book binding with contact details of clients along with documentary evidence
  - iv. Financial Proposal (Annex 01 of TOR)
  - v. Bid Guarantee (Annex 02 of TOR).
  - vi. Completed Form of Bid (Annex 04 of TOR)
  - vii. Value Added Tax (VAT) Registration Certificate and/or Social Security Contribution Levy (SSCL) if any.
4. The bidders shall quote prices as per Annex 01 of TOR along with duly perfected Form of Bid (Annex 04 of TOR). The price quoted inclusive of all local taxes should be in Sri Lanka Rupees and valid for a minimum period of 90 days from the date of closing of bids. The price should remain unchanged during the validity period of the bid.
5. The bidder should furnish a Bid Guarantee (Annex 02 of TOR) amounting to a sum of Rs.15,000/= valid for a period of 90 calendar days from the date of closure of bids, 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 CBSL obtained from a licensed commercial bank in Sri Lanka which 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 03 of TOR) from a licensed commercial bank in Sri Lanka. The Performance Guarantee should be valid for twenty five (25) months from the date of the Letter 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 of receiving 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 **1030 hrs** on **10.07.2024** at the EPFD for the purpose of explaining the scope of work pertaining to this service and potential bidders can attend the pre-bid meeting by forwarding their names and NIC numbers with the company name to the Corporate Services and Administration Division (CSAD) of EPFD in order to facilitate the security clearance on or before **09.07.2024**. Any queries/clarifications to be clarified at the pre-bid meeting can be forwarded to [tenders.epf@cbsl.lk](mailto:tenders.epf@cbsl.lk).
11. The bids enclosed in sealed envelopes marked "**Bid for Obtaining Services for Book Binding of 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 **18.07.2024**

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 **18.07.2024**.

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 **18.07.2024** at the CBSL. Those who are interested in attending the Bid Opening to be held at the CBSL premises, should forward their names and NIC numbers with the company name to the CSAD of EPFD in order to facilitate the security clearance.
14. For further details, you may contact –  
Senior Assistant Superintendent / EPFD, Contact No : 0112477962 or 0112477969.  
Emil: tenders.epf@cbsl.lk.

Yours faithfully,

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