

**TENDER FOR SUPPLY OF SERVICES FOR BOOK BINDING OF THE
EMPLOYEES' PROVIDENT FUND DEPARTMENT OF THE
CENTRAL BANK OF SRI LANKA
TERMS OF REFERENCE (TOR)**

1. Introduction

- 1.1 The Employees' Provident Fund (EPF) which was established under the EPF Act, No. 15 of 1958 is the largest superannuation fund in Sri Lanka with an active membership of 2.7 million members. In terms of the EPF Act, the Commissioner of Labour (CL) functions as the general administrator of the Fund while the Governing Board of the Central Bank of Sri Lanka (CBSL) functions as the custodian of the Fund.
- 1.2 The Employees' Provident Fund Department (EPFD), on behalf of the Governing Board of CBSL is responsible for receiving all sums paid under the Act as contributions, surcharges and fees and the income from the investment of moneys, having custody of the moneys of the Fund, paying to the persons certified by the Commissioner of Labour the benefits to which those persons are entitled under the Act, investing moneys of the Fund which are not immediately required for the purpose of the Act and maintaining books of accounts relating to the Fund.
- 1.3 The Employees' Provident Fund Department (EPFD) is required to obtain the service of book binding for the archival of numerous manual documents used in daily operations within the department.

2. Scope of Work

The selected Service Provider (SP) is needed to perform the work as per the requirements specified below.

2.1 Nature of the Binding Work

The loose pages in different sizes arranged in bundles will be given for the books binding task. Those should be properly drilled, stitched, glued, and hardcover pasted when preparing binding books.

The following steps also needed to be followed to make the binding task to be completed.

- a. Properly arranging the loose pages for the binding as a book;
 - i. Sorting all the documents/ worksheets in a pre-defined order (eg. Batch number wise).
 - ii. Identify any missing documents/ worksheets and check those with the relevant divisions of EPFD.
 - iii. Complete the file before the binding work.
 - iv. Removing any unnecessary stapler pins and file clips that no longer required after hard binding completed.
- b. The arranged loose pages should be properly drilled, stitched, glued, and hardcover pasted.
- c. Pasting the name tags in the completed book with the respective file reference (eg. Batch Number).

2.2 Volume of the Binding Work

The details of average volume of documents generated by the EPFD are given below.

	Item	Type of the Document	Routine Work Volume (Books) (Annual Estimate)	Outstanding Work Volume (Books)
1	A3 Size Papers (minimum 200 pages per book)	Work sheets	1700 (Documents will be available evenly throughout the month/year)	1500 (Documents of the Books are available and ready for binding)
2	A3 Size Papers (minimum 100 pages per book)	Other work sheets	200 (Documents will be available evenly throughout the month/year)	-
3	A4 Size Papers	cheques and slips list	24	-

	(minimum 200 pages per book)		(Documents for two (02) books will be available on monthly basis in early of the following month)	
4	A4 Size Papers (minimum 100 pages per book)	Other work sheets	200 (Documents will be available evenly throughout the month/year)	-
5	B5 Size Papers (minimum 100 pages per book)	Part Payment vouchers	150 (Documents for twelve (12) books will be available on monthly basis in early of the following month)	-
6	A7 Size Papers (minimum 50 pages per book)	Cheque counterfoils	500 (Documents will be available evenly throughout the month/year)	-

3. General Terms and Conditions

3.1 Eligibility Criteria

The SP should have at least one (01) year prior experience with regard to binding and required to submit the details of such services provided to at least 02 institutions as per the following schedule, along with documentary evidence.

No.	Name of the Client	Nature of the service provided	Average volume of the work per month	Service Period (start-end Dates)	Name and phone number of the contact person
1.					
2.					
3.					

3.2 Experience of the Staff

The selected SP should deploy sufficient number of employees with at least one-year prior experience in the relevant field to complete the work within the specified target periods. If deployed employees are changed, SP should replace them with the employees with relevant experience.

3.3 Premises of Work

The selected SP is required to carry out the duties within the premises of EPFD.

3.4 Submission of Sample Work

The SP should submit the samples of the following works done by them along with the bidding documents.

	Item
1	Bound Book of A4 size 100 pages (per Book)
2	Bound Book of A4 size 200 pages (per Book)

The bound books should be properly drilled, stitched, glued, and hardcover pasted. The sample work will be evaluated based on the qualities such as durability, completeness and appearance.

3.5 Responsibility of the selected SP towards the Employees

The selected SP should maintain the records of its employees pertaining to method of selection of such employees, assigning duties, leave, office hours and payment of statutory dues such as EPF and ETF to them. EPFD has no responsibility towards employees deployed by the selected SP for this service.

3.6 Time Frame of the Service

3.6.1 The volume of 'routine work' needs to be attained and completed on daily basis whereas the volume of 'outstanding work' needs to be attained and completed within a maximum period of 04 (four) months from the date of handing over the assignment to the selected SP.

3.6.2 The EPFD will give a maximum period of five working days to the selected SP to complete the task from the date of handing over the documents of 'routine work' whereas

satisfactory output from the ‘outstanding work volume’ (approximately 375 books per month) needs to be completed and handed over within five working days of the following month.

3.7 Non-Fulfillment of Contractual Obligations

In the event of failure to complete the job by the selected SP within the agreed time period, the Superintendent of EPF has the right to deduct delay charges as indicated below, from the respective invoice value.

No. of Working Days Delayed	Charges as a per-cent of Total Invoice Value
01 - 07 Working days	Five per cent (5%) of the price x number of binding books
08 - 14 Working days	Eight per cent (8%) of the price x number of binding books
15 Working days and above	Ten per cent (10%) of the price x number of binding books

3.8 Service Agreement

The SP should enter into service Agreement for a period of two years from the date of awarding the contract. Further extension to the contract period may be subjected to the requirement of the EPFD, and the satisfactory performance of the SP and other terms and conditions mutually agreed upon.

3.9 Termination

3.9.1 The EPF Department has the right to terminate the service of the SP at any time with immediate effect;

- a) if the SP’s performance is found to be unsatisfactory, or
- b) if there is a violation of this Agreement on the part of the SP, or
- c) due to any professional negligence by the SP or any member of it’s staff, or
- d) in cases where SP’s activities are detrimental to the interests of the EPFD and/ or the Central Bank of Sri Lanka.

3.9.2 The Superintendent of EPFD may terminate this Agreement referred in section 3.8 prior to the lapse of the duration of the agreement giving one month’s notice without providing any reasons for such termination.

3.9.3 The selected SP has the right to terminate the service at any time, by giving one-month's notice:

3.9.3.1 if EPFD has not extended the required assistance in accordance with the TOR issued and has not taken steps to provide the required assistance within 30 days from notification thereof to the EPFD: or

3.9.3.2 if there is a violation of any condition of this TOR or any condition of the agreement that will be entered based on this TOR by the EPFD.

3.10 Method of Selection

Method of selection of SP will be based on the level of responsiveness to bidding documents, bid price, one-year prior experience of the SP, expertise of the firm/individual and quality of the sample submitted referred in section 3.4.

3.11 Payments

The payments will be made on monthly basis after completion of book binding work and upon submission of the monthly worksheets and summary sheets with the related invoices.

The expected volume (Books) given in section 2.2 is only on estimated basis and may be changed. Hence, the amount of payment will be based on the unit price (Per Book) quoted by the SP subject to any deductions.

3.12 Confidentiality Agreement

The successful SP may have access to confidential data or information maintained by EPFD. The awarding of the tender to the successful SP is subject to the signing of a Contract Agreement containing terms and conditions including a non-disclosure clause with EPFD.

3.13 Financial Proposal

The total price (inclusive of all local taxes) that the SP will charge to deliver services in accordance with the TOR must be quoted as per financial proposal given in Annex 01.

3.14 Bid Guarantee

The bidders should provide their bids along with a Bid Guarantee amounting to Sri Lanka Rupees Fifteen Thousand (Rs. 15,000/=) and valid for a period of ninety (90) days from the date of closure of the tender. This guarantee should be obtained from a Licensed Commercial Bank, as given in Annex 02, and written in favor of the Superintendent of the EPFD on behalf of the Governing Board of CBSL.

3.15 Performance Guarantee

The successful bidder is required to furnish a Performance Guarantee for a sum equivalent of 10 per cent of the total contract value for the due performance of the contract from a Licensed Commercial Bank within 10 working days from the receipt of Letter of Award from the EPFD. The Performance Guarantee should be valid for twenty (25) months from the date of award of the Tender (Annex 03).

3.16 Contract Awarding Rights

The Procurement Committee (PC) of EPFD has the right to award the complete assignment to an individual SP or a number of multiple SPs. The PC reserves the right to accept or reject any bid or any part of the bids received and is not bound to accept the lowest quotation.

Financial Proposal

	Item	Unit Price * (Per Book) (a)	Estimated Volume (Books) (Annual) (b)	Total Price Rs. (c) = (a)x(b)
	Routine Work Volume (Books)			
1	A3 Size Papers (minimum 200 pages per book)		1700	
2	A3 Size Papers (minimum 100 pages per book)		200	
3	A4 Size Papers (minimum 200 pages per book)		24	
4	A4 Size Papers (minimum 100 pages per book)		200	
5	B5 Size Papers (minimum 100 pages per book)		150	
6	A7 Size Papers (minimum 50 pages per book)		500	
	Outstanding Work Volume (Books)			
7	A3 Size Papers (minimum 200 pages per book)		1500	
	Total			

BID GUARANTEE - (Sample Format)

To : Superintendent of the Employees' Provident Fund,
On behalf of the Central Bank of Sri Lanka,
Level 12, Tower 05,
No 30, Janadhipathi Mawatha,
Colombo 01.

WHEREAS <Name of the Service Provider > of <Address of the Service Provider > here in after referred to as "the Bidder") has bid for ...(Pls. specify the service intended to be taken)..... to the Employees' Provident Fund for and on behalf of the Central Bank of Sri Lanka (hereinafter referred to as "the Client").

AND WHEREAS in terms of the Conditions of Tender (Terms of Reference/Instructions to Bidders), the Bidder is required to furnish to the Client a Bank Guarantee from a licensed commercial bank acceptable to the Client in a sum of LKR <Amount in Rs..... > (Sri Lanka Rupees) as security for the due observance by the Bidder of the Conditions of the Tender.

NOW KNOW YE AND THESE PRESENTS WITNESSETH that we.....Bank, a licensed commercial bank in Sri Lanka whose principal place of business is at (hereinafter referred to as "the Guarantor") do hereby guarantee, undertake, bind and oblige ourselves that in the event of the Bidder:

- Withdrawing the Bid at any time during the period of Bid validity after the opening of Bids; or
- Failing to execute an Agreement as stipulated in the Conditions of the Bid, and / or
- Failing to furnish the Performance Security for the due performance of the contract as required under the Conditions of Tender in the event the Tender is awarded to the Bidder.

At the request of the Bidder, the guarantor shall hereby irrevocably undertake to pay the Client a sum or sums not exceeding the total an amount of Rupees(pl. specify the bid guarantee amount in words and Rs...../=.) upon receipt of its first demand, without cavil or argument and without the Client having to prove or show cause or substantiate its demand for the sums specified therein.

We hereby waive the necessity of the Client demanding the said sum from the Bidder before presenting us with the said demand.

WE FURTHER AGREE that no change or addition to or other modification which may be agreed between the Client and the Bidder shall in any way release us from the liability under this Guarantee and we hereby waive notice of any such change addition or modification.

THIS GUARANTEE shall remain valid and in full effect for 90 days from the date of closure of the bid.

[Limited Sharing]

IN TESTIMONY WHEREOF the Guarantor has caused these presents to be executed in its name in this day of2024 at.....

Name of the Guarantor:

Signature of the authorized signatory and the seal of the Guarantor:

Address:

PERFORMANCE GUARANTEE - (Sample Format)

To : Superintendent of the Employees' Provident Fund,
On behalf of the Central Bank of Sri Lanka,
Level 12, Tower 05,
No. 30, Janadhipathi Mawatha,
Colombo 01.

WHEREASHaving its registered office at (hereinafter called "*the service provider*") has been awarded a bid to (*Specify the service*) ...for the Employees' Provident Fund on behalf of the Central Bank of Sri Lanka by letter of award dated and has entered into a contract with the said Central Bank of Sri Lanka for such purpose.

AND WHEREAS it is a condition in the said contract that a Bank Guarantee from a Licensed Commercial Bank acceptable to the said Central Bank of Sri Lanka shall be furnished by the said Service Provider to the Central Bank of Sri Lanka as security ensuring the due compliance with his performance obligations in accordance with the contract.

AND WHEREAS we have agreed to furnish such a Guarantee.

NOW THEREFORE we(*Name of the bank*).....having its Principal place of business is atdo hereby affirm, confirm and undertake that we are responsible to the Central Bank of Sri Lanka under this guarantee, on behalf of the service provider, up to a total amount of Sri Lanka Rupees..... (LKR... /=) and undertake irrevocably to pay you upon your first written demand, and without cavil or argument, any sum or sums within the limit of Sri Lanka Rupees (LKR...../=) as aforesaid without you having to prove or show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said sum from the service provider before presenting us with the demand, and any other rights as may be available to surety under any law.

We further agree that no change or addition or other modification of the terms of the contract or of the works to be performed there under or of the Contract Documents, which may be made between you and the service provider shall in any way release us from any liability under this Guarantee and we hereby waive notice of such change, addition or modification.

This guarantee is valid for a period up to twenty five (25) months from the date of the acceptance of the letter of award by the Service Provider as aforesaid.

Signature of the authorized signatory and seal of the Guarantor:

Name of the Bank:

Address:

Date:

TENDER FOR SUPPLY OF SERVICES FOR BOOK BINDING EMPLOYEES' PROVIDENT FUND DEPARTMENT OF THE CENTRAL BANK OF SRI LANKA
FORM OF BID

To: Superintendent of the Employees' Provident Fund,
On behalf of the Central Bank of Sri Lanka,
Level 12, Tower 05,
No 30, Janadhipthi Mawatha,
Colombo 01

Having examined the Conditions of the Bid, specifications and all other requirements indicated in the Bid Documents, I/We.....(bidders name and the company incorporation number) of..... (Address) hereby offer to undertake the Service of book binding of the Employees' Provident Fund Department of Central Bank of Sri Lanka in accordance with the conditions and specifications indicated in the bidding documents, at the rates quoted in the Price Schedule (Annex 01 of TOR) within a period of 07 calendar days from the date of the Letter of Award for the sum of Sri Lankan Rupees (Rs.....).

If our bid is accepted I/we commit to pay to the Central Bank of Sri Lanka a sum of Sri Lankan Rupees (Rs.....) within 07 calander days of the date of the Letter of Award, by bankers draft from a Licensed Commercial Bank which will be deposited with the Employees' Provident Fund Department of Central Bank of Sri Lanka as a security deposit or commit to furnish in lieu thereof a Performance Guarantee issued by a Licensed Commercial Bank acceptable to the Central Bank of Sri Lanka, for a sum equivalent to 10% of the total Bid value, which is valid for twenty five (25) months from the date of acceptance of the Letter of Award as security for the due performance of the Agreement.

We state that our company/firm and /or any of its subsidiaries or associated including any subcontractors/ suppliers (*delete inapplicable words*) has not been declared bankrupt or disqualified by any authority.

We understand that this bid together with your written acceptance thereof included in your Letter of Award shall constitute a binding between us, until a formal contract is prepared and executed.

Dated this of Two Thousand and Twenty Four (2024).

Signature of the Authorized Signatory

.....
Company Name and address and the Seal if any

Witnesses: 1. Signature:
Name:
Address:
Occupation:

2. Signature:
Name:
Address:
Occupation: