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இலங்கை மத்திய வங்கி
CENTRAL BANK OF SRI LANKA

සේවක අර්ථසාධක අරමුදල් දෙපාර්තමේන්තුව
ஊழியர் சேமலாப நிதியத் திணைக்களம்
EMPLOYEES' PROVIDENT FUND DEPARTMENT

අංක 30, ජනාධිපති මාවත, කොළඹ 01, ශ්‍රී ලංකාව
இல. 30, சனாதிபதி மாவத்தை, கொழும்பு - 01, இலங்கை
No. 30, Janadhipathi Mawatha, Colombo 01, Sri Lanka

Ref: 04/10/005/0002/006

03.10.2024

Dear Sir/Madam,

Procurement for obtaining Services for Data Entry and Verification of EPF Member Details of the Employees' Provident Fund Department of Central Bank of Sri Lanka

1. Sealed bids are invited from the eligible Service Providers (SP) to obtain the above-mentioned services for the Employees' Provident Fund Department (EPFD) of the Central Bank of Sri Lanka (CBSL).
2. The Terms of Reference (TOR) relating to this procurement is at Annex A.
3. The following information/documents should be furnished along with the bid (refer to Annex 09 of TOR).
 - i. A brief Company Profile
 - ii. Certificate of Incorporation/Legal status.
 - iii. Evidence for previous experience in providing similar services and Existing Security Arrangements and Internal Control Systems. (Annex 05 of TOR).
 - iv. Financial Proposal (Annex 06 of TOR).
 - v. Bid Guarantee (Annex 07 of TOR).
 - vi. Completed Form of Bid (Annex 08 of TOR)
 - vii. Existing staff strength (Number of employees and their experience with the SP)
 - viii. A copy of Employer Registration Certificate issued by the Department of Labour.
 - ix. Copies of Value Added Tax (VAT) and/or Social Security Contribution Levy (SSCL) registration certificates if any.

4. The bidders shall quote prices as per Annex 06 of TOR along with duly perfected Form of Bid (Annex 08 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 07 of TOR) amounting to a sum of Rs. 200,000/= valid for a period of 90 days from the date of closure of bids (i.e. until 20.01.2024), by a bank draft or in the form of a Bank Guarantee in favour of the Superintendent of the Employees' Provident Fund on behalf of the CBSL obtained from a licensed commercial bank in Sri Lanka. The Bid Guarantee should be available at the time of bid opening.
6. The successful bidder is required to furnish a Performance Guarantee for a sum equivalent to 10% of the total contract value for the due performance of the contract obtained from a Licensed Commercial Bank within 10 working days from the date of Letter of Award forwarded by EPFD. The Performance Guarantee should be valid for fifteen (15) months from the date of the acceptance of the contract (Annex 10 of TOR).
7. A bidder who fails to enter into a contract in writing that this bid has been accepted or fails to furnish the required performance security within 10 working days from the date of the Letter of Award, shall be deemed to be disinterested in accepting the award, and the Bid Guarantee shall be forfeited.
8. The Procurement Committee (PC) reserves 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 will be held on **11.10.2024 at 1030 hrs** at the EPF Department, Central Bank of Sri Lanka, No.30, Janadhipathi Mawatha, Colombo 01. Names and NIC numbers of the attendees for the Pre-Bid meeting should be forwarded to the e-mail, tenders.epf@cbsl.lk before **10.10.2024**.

11. The bids enclosed in sealed envelopes marked "**Obtaining Services for Data Entry and Verification of EPF Member Details of the Employees' Provident Fund Department of 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 23.10.2024.**

OR

- (ii) deposited in the box located in the mail room at ground floor of the same building not later than **1430 hrs on 23.10.2024**

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 23.10.2024 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 through an email to "tenders.epf@cbsl.lk" on or before 22.10.2024.

14. For further details, you may contact –

Senior Assistant Superintendent / EPFD, Contact No: 0112477962 or 0112477969.

E-mail: tenders.epf@cbsl.lk.

Sgd. Superintendent

Employees' Provident Fund Department

Central Bank of Sri Lanka