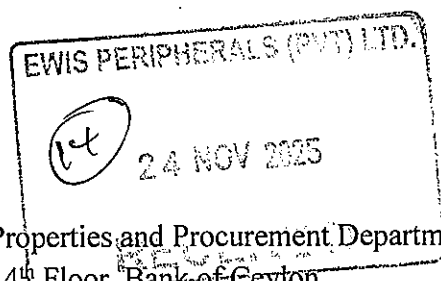


Tele Nos. 2204260, 2204270  
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Properties and Procurement Department.  
14<sup>th</sup> Floor, Bank of Ceylon  
No. 01, "BOC Square",  
Bank of Ceylon Mawatha,  
Colombo 01.

EWIS Peripherals (Pvt) Ltd.  
'Yathama Building', No. 142, Galle Road, Colombo 03

### INVITATION FOR BIDS

**SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF 50 NOS. OF  
DOCUMENT SCANNING MACHINES TO BANK OF CEYLON  
BID NO. SQ/PROC/2025/499**

1. The Chief Manager, Properties and procurement invites sealed bids for the above procurement.
2. Bidders shall comply with the following minimum Pre-qualification criteria to be eligible for this bid.

#### **I. Financial Capabilities:**

- a) Bidder should have a minimum average annual turnover of LKR 15 million for the last three financial years as per the Audited Financial Statements. (2023/2024, 2022/2023 and 2021/2022 or 2024, 2023, 2022).

#### **II. Performances and Experiences of the Bidder and Proposed Solution:**

- a) Bidder Should have experience in Supplied, installed, commissioned and maintained **Document scanner machines** within last **three (03) years** (Starting From 01.01.2022).
  - b) Supplied and maintained at least **100 Nos. Document Scanner Machines** in any brand in commercial establishments in Sri Lanka during last **Three years** (2024, 2023, 2022).
3. It is mandatory to submit documentary evidence along with the Bid to prove eligibility for the above Bidder's Qualification Criteria by the Bidder. In the event such documentary evidence is not submitted Bid is liable to be rejected.
  4. Important Dates:
    - i. Last date & time for issuing Bid documents : 15 00 hrs on **03.12.2025**
    - ii. Time duration for issue of Bid Documents : From 09 00 hrs to 15 00 hrs
    - iii. Closing date & time of Bid : 1000 hrs on **05.12.2025**
    - iv. Opening date & time of Bid : Soon after closing of the bid
    - v. Bid shall be valid up to 91 days from the date of closing of Bids.