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இலங்கை மத்திய வங்கி
CENTRAL BANK OF SRI LANKA

ලේකම් දෙපාර්තමේන්තුව
செயலகத் திணைக்களம்
SECRETARIAT DEPARTMENT

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

DOCUMENT A
INVITATION FOR BIDS

Ref: No. 09/04/107/2025/001

18 November 2025

Director/Manager

.....
.....

Dear Sir/ Madam,

**PROCUREMENT FOR THE SUPPLY OF UNIFORMS FOR SECURITY OFFICERS OF THE
CENTRAL BANK OF SRI LANKA**

Sealed quotations are invited for the supply of uniforms for the security officers of the Central Bank of Sri Lanka (CBSL) as follows.

1. Eligibility Criteria:

Bidders should have at least two years of experience in stitching uniforms for the military and other state/private security organizations (Provide details under Annex I).

2. Technical Specifications and Required Quantity:

Required technical specifications for readymade uniforms are given in Annex II.

3. Price Schedule:

The bidders shall quote prices as per the Price Schedule in Annex III. The price quoted inclusive of all local taxes should be in Sri Lanka Rupee (Rs.) and valid until 05/02/2026. The price shall remain unchanged during the validity period of the bid.

4. Bid Guarantee:

The bidder should furnish a Bid Guarantee amounting to Rs. 30,000.00 by way of a Bank Guarantee substantially in the form of Annex IV or a Bank Draft in favor of the Central Bank of Sri Lanka, obtained from a Licensed Commercial Bank operating in Sri Lanka. The Bid Guarantee shall be available at the time of the bid opening and should be valid until 06/03/2026.

5. Performance Guarantee:

Within 14 days from the date of letter of award of the contract by the CBSL, the successful bidder shall furnish a Performance Guarantee substantially in the form of Annex V in a sum equivalent to 10% of the total Contract Price for the due performance of the contract which should be valid for 120 days from the date of letter of award. Such Performance Guarantee shall be in the form of a Bank Guarantee issued in favor of the Central Bank of Sri Lanka obtained from a Licensed Commercial Bank operating in Sri Lanka and forwarded to the Secretary of the CBSL.

A successful bidder who fails to provide the required Performance Guarantee as specified above shall be deemed to be disinterested in accepting the award, and the Bid Guarantee shall be forfeited.

6. Pre-bid Meeting

A pre-bid meeting will be held at 10.00 a.m. on 24/11/2025 at the Ground floor of the CBSL Head Office building, at No.30, Janadipathi Mawatha, Colombo 01. During this meeting samples will be shown. Those who are interested in attending the pre-bid meeting are required to get registered by sending an email to procsec@cbsl.lk on or before 9.30 a.m. on 24/11/2025.

7. Delivery Period and Liquidity Damages:

The successful bidder shall deliver the required uniforms as per individual measurement within 90 days from the date of the letter of the award. Failure to deliver the required items within this period would render the supplier liable to pay liquidated damages at the rate of Rs.14,000.00 per completed week of delay and such amounts will be deducted from the payment due to the supplier. The maximum amount of liquidated damage shall not exceed ten percent (10%) of the total contract value.

8. After Sales Service Requirement:

If the supplier fails to provide suitable and customized uniforms as expected, such uniforms should be altered.

9. Payment Method:

All payments will be subject to applicable deductions, if any, in terms of the applicable laws for the time being in force. The conditions of the payments are as follows.

- i. Payment will be released based on the quantities supplied and the recommendation of the Director/ Security Services Department, after 14 calendar days from the date of submitting the invoice.
- ii. The successful bidder shall submit a copy of VAT Registration Certificate and SSCL registration certificate (if any).

10. Documents Requirements.

The following information and documents shall be furnished along with the bid:

- i. Duly completed Form of Bid (Document B)
- ii. Experience report-details of similar items supplied during the last two years including the name of the buyers. (Annex I)
- iii. Required technical specifications (Annex II)
- iv. Price Schedule (Annex III)
- v. Duly completed Bid Guarantee (Annex IV)
- vi. Samples of materials must be submitted to the Security Services Department indicating the name of the material.
- vii. A certified copy of the Business Registration Certificate.

11. Selection Method:

- i. The evaluation will be based on the quality and cost-based method subject to substantial compliance with bid conditions.
- ii. The CBSL reserves itself the right to accept any or reject any or all bid(s) or any part of the bid received and is not bound to accept the lowest quotation. The decision of CBSL shall be final with regard to the award of the contract.

12. Submission of Bids and Bid Opening:

The quotations enclosed in a securely sealed envelope with the cover marked “**Quotation for the Supply of Uniforms for Security Officers**” at the top left-hand corner of the envelope should be:

- a. Sent by registered post to reach The Secretary, Secretariat Department, Level 11, Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01, not later than 1430 hrs. on 02/12/2025.

or

- b. Deposited in the Tender Box located in the Mail Room at Ground Floor of the same building not later than 1430 hrs. on 02/12/2025.

13. Bid Closing and Opening

The bids will be closed at 1430 hrs. on 02/12/2025 and will be opened immediately thereafter on the same day at the Ground Floor, Head Office building, Central Bank of Sri Lanka.

The bidders or their authorized representatives may join the bid opening, and the following details shall be informed to the Secretariat Department through Tel. No. 011 2 477 312 before 1300 hrs. on 02/12/2025 in order to facilitate the necessary security clearance.

- Name and Designation
- NIC No.
- Email
- Contact Details

14. Contact Details

For any further clarifications you may contact the following officer/s or send an email to procsec@cbsl.lk.

- | | |
|---|--------------|
| i. Assistant Director/ Security Services Department | - 0112398600 |
| ii. Senior Assistant Secretary/Secretariat Department | - 0112477312 |

Yours Faithfully

Sgd./ Mr. P D R Dayananda
Secretary
Central Bank of Sri Lanka

**DOCUMENT B
FORM OF BID**

To: Secretary
Central Bank of Sri Lanka
Tower 5, Level 11, Head Office Building
No.30, Janadhipathi Mawatha
Colombo 01.

**PROCUREMENT FOR THE SUPPLY OF UNIFORMS FOR SECURITY OFFICERS OF THE
CENTRAL BANK OF SRI LANKA**

Having examined the Invitation to Bid and all other requirements indicated in the bid documents,
I/We.....of

.....
hereby offer to undertake the supply of uniforms for security officers of the Central Bank of Sri Lanka
in accordance with the conditions and dates indicated in the bid documents, at the rates quoted in
the Price Schedule (Annexure II) for the total sum of Rupees
..... (Rs.
.....). Accordingly, the required items shall be delivered within 90 days from the date
of the letter of award.

If my/our Bid is accepted I/we agree to furnish a Performance Guarantee in accordance with the bid
documents in a sum equivalent to 10% of the total Contract Price for the due performance of the
contract. Such Performance Guarantee shall be in the form of a Bank Guarantee or a Bank Draft in
favor of the Central Bank of Sri Lanka obtained from a Licensed Commercial Bank operating in Sri
Lanka. The Performance Guarantee shall be valid for 120 calendar days from the date of letter of
award by the CBSL. I/We understand that my/our Bid together with your written acceptance, thereof,
shall form a binding contract between us.

Dated this of Two Thousand and Twenty Five.

Duly authorized to sign the bid for and on behalf of
.....
..... (Company name and address).

Name:

Designation:

Signature: Official Seal:

CHECK LIST OF BID DOCUMENTS
(PROCUREMENT FOR THE SUPPLY OF UNIFORMS FOR SECURITY OFFICERS OF THE CENTRAL BANK OF SRI LANKA)

| S/N | Document | Yes (Y)/ No (N) |
|-----|---|--------------------|
| 1 | Duly completed Form of Bid (Document B) | |
| 2 | Experience report-details of similar items supplied during the last two years including the name of the buyers. (Annex I) | |
| 3 | Required technical specifications (Annex II) | |
| 4 | Price Schedule (Annex III) | |
| 5 | Duly completed Bid Guarantee (Annex IV) | |
| 6 | Samples of materials must be submitted to the Security Services Department indicating the name of the material. | |
| 7 | Certified copy of the Business Registration Certificate | |

Name:

Designation:

Signature: Official Seal:

EXPERIENCE REPORT**PROCUREMENT FOR THE SUPPLY OF UNIFORMS FOR SECURITY OFFICERS OF
THE CENTRAL BANK OF SRI LANKA**

Experience on supplying of Uniforms for recognized institutions within last 2 years as at 01.01.2025.

| Experience - Project 1 | | | |
|--|------|-------------|---------------|
| Name of the Company that obtained Uniforms | | | |
| Procurement Date | | | |
| Model offered to them by your company. | | | |
| Quantity | | | |
| Total Price | | | |
| Contact Person of the Company | Name | Designation | Telephone No. |
| Experience - Project 2 | | | |
| Name of the Company that obtained Uniforms | | | |
| Procurement Date | | | |
| Model offered to them by your company. | | | |
| Quantity | | | |
| Total Price | | | |
| Contact Person of the Company | Name | Designation | Telephone No. |

Note: The bidder **is required to** attach the **sales invoices** or the necessary documentary proof for the above experiences.

TECHNICAL SPECIFICATIONS
PROCUREMENT FOR THE SUPPLY OF UNIFORMS FOR SECURITY OFFICERS OF THE
CENTRAL BANK OF SRI LANKA

| No | Item Name | Size | Qty. | Colour | Remarks |
|-----------|---|--------------------------|-------------|-----------------|---|
| 1 | Safari Suit (Governor's Escort/Gun Team) | personal measurements | 20 | Gray Colour | Samples will be shown at the pre-bid meeting |
| 2 | Uniform Trouser | personal measurements | 327 | Beige Colour | Samples will be shown at the pre-bid meeting |
| 3 | Uniform Shirt - Short Sleeves with epaulet holder | personal measurements | 327 | White Colour | Samples will be shown at the pre-bid meeting |
| 4 | Ceremonial Coat with Trouser | personal measurements | 05 | Dark Beige | Samples will be shown at the pre-bid meeting |

PRICE SCHEDULE**PROCUREMENT FOR THE SUPPLY OF UNIFORMS FOR SECURITY OFFICERS OF THE
CENTRAL BANK OF SRI LANKA**

| S. No. | Item | Qty. (a) | Unit Price Rs. (b) | Total Price Excluding Taxes Rs. (a x b) (c) | Any other levies Rs. (d) | VAT Rs. (e) | Total price Including Taxes Rs. (c+d+e) (f) |
|--------------------|--|--------------------------|-----------------------------------|--|---|----------------------------|--|
| 1 | Safari Suit (Governor's Escort/ Gun Team) | 20 | | | | | |
| 2 | Uniform Trouser | 327 | | | | | |
| 3 | Uniform Shirt – short Sleeves with epaulets holder | 327 | | | | | |
| 4 | Ceremonial Coat with Trouser | 05 | | | | | |
| Grand Total | | | | | | | |

Total price including taxes (in words)

VAT Registration No (If any) - _____

SSCL Registration No (If any) - _____

Authorized Officer's Name

Designation

Signature

Company Seal

Date

BID GUARANTEE

**PROCUREMENT FOR THE SUPPLY OF UNIFORMS FOR SECURITY OFFICERS OF THE
CENTRAL BANK OF SRI LANKA**

Beneficiary: The Central Bank of Sri Lanka
No: 30, Janadhipathi Mawatha
Colombo 01.

WHEREAS <Name of the Service Provider/Joint Venture> of <Address of the Service Provider > (hereinafter referred to as “the Bidder”) has bided for the <Name of Procurement> for the Central Bank of Sri Lanka (hereinafter referred to as “the Purchaser”) of No. 30, Janadhipathi Mawatha, Colombo 01.

AND WHEREAS in terms of the invitation to Bid, the Bidder is required to furnish to the Purchaser a Bank Draft/Bank Guarantee obtained from a licensed commercial bank operating in Sri Lanka in a sum of <Amount in Rs..... > (In word) as security for the due observance by the Bidder of the Conditions of the Bid.

NOW THIS WRITING WITNESSETH that we <Name of the Bank which issued the Bid Guarantee> having our registered place of business at <Address of the Bank that issue the Bid Guarantee> (hereinafter referred to as “the Bank”) do hereby guarantee, undertake, bind and oblige ourselves that in the event of the Bidder,

- (a) withdrawing the Bid at any time after the opening of Bids; or
- (b) failing to execute an Agreement as stipulated in the Conditions of Bid, and/or to furnish security for the due performance of the contract as required under the Conditions of Bid in the event the procurement is awarded to the Bidder,

the Bank shall and will pay to the said Purchaser a sum not exceeding the total of < Amount of the Guarantee in words> (In numerically) on demand and without cavil or argument and without the Purchaser having to prove or show grounds or reason for the demand for the sums specified therein. We hereby waive the necessity of the Purchaser 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 Purchaser 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 is valid and in full effect until 06/03/2025.

Seal of the Guarantor
and authorized signature

Date:

PERFORMANCE GUARANTEE

PROCUREMENT FOR THE SUPPLY OF UNIFORMS FOR SECURITY OFFICERS OF THE CENTRAL BANK OF SRI LANKA

Beneficiary: The Central Bank of Sri Lanka
No: 30, Janadhipathi Mawatha
Colombo 01.

WHEREAS <Name of the Service provider> having its registered office at <Address of the Service provider> (hereinafter referred to as “the service provider”) has been awarded a contract for <Name of Procurement> to the Central Bank of Sri Lanka by the letter of award dated <DD/MM/YYYY > and has entered into a contract with the Central Bank of Sri Lanka for such purpose.

AND WHEREAS it is a condition of the said contract that a Bank Guarantee from a licensed commercial bank acceptable to the said the Central Bank of Sri Lanka be furnished as a security for the due performance in accordance with the conditions of Bids.

AND WHEREAS we have agreed to furnish such a Bank Guarantee.

NOW THEREFORE we <Name of the Bank which issue the Bank Guarantee> having our registered office at <Address of the Bank that issue the Bank Guarantee> hereby affirm confirm and undertake that we are responsible to the Central Bank of Sri Lanka under this Guarantee up to a total of Sri Lankan Rupees <Amount of the Guarantee in words> (In figures) and undertake to pay you upon your first written demand signed by the <Secretary/ Relevant Department Head/ Authorized officer> of the Central Bank and without cavil or argument, any sum or sums within the limit of Sri Lanka Rupees <Amount of the Guarantee in words> (In numerically) 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.

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 Bid 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 and in full effect for 120 calendar days from the date of letter of award by the CBSL.

Authorized Signature and seal of the Guarantor:

Date: