



ශ්‍රී ලංකා මහ බැංකුව
இலங்கை மத்திய வங்கி
CENTRAL BANK OF SRI LANKA

දේශීය 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 TENDER

Ref: No. <09/04/017/2024/001

25 February 2024

Director/Manager
<Address of supplier>
.....
.....

Dear Sir/Madam,

**TENDER FOR THE PROVISION OF CATERING SERVICES TO THE
CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA,
NO. 58, SRI JAYEWARDENEPURA MAWATHA, RAJAGIRIYA
DURING THE PERIOD FROM 01.04.2024 TO 31.03.2025**

Sealed quotations are invited for the providing of catering services to Centre for Banking Studies, Central Bank of Sri Lanka, No. 58, Sri Jayewardenepura Mawatha, Rajagiriya, during the period from 01.04.2024 to 31.03.2025 as follows.

1. Eligibility Criteria:

- 1.1. Reputed Caterers/Hoteliers, registered to carry out businesses in Sri Lanka, who have been engaged in the field of providing catering services for at least two client institutions over a period of three (03) years ended 31 December 2023 will be eligible to apply. The documentary evidence is required on business registration and past experience of services rendered (Annex I).
- 1.2. Prospective tenderers should have their own kitchens with required facilities to cook/prepare meals, refreshments, soft drinks, fruit juices, etc., under hygienic conditions (documentary evidence is required)

2. General Terms and Conditions:

General Terms and Conditions are in Annex II.

3. Price Schedule:

The tenderers shall quote prices as per Annex III – Price Schedule. The price quoted inclusive of all local taxes should be in Sri Lanka Rupee (Rs.) and valid until 31.03.2025. The price shall remain unchanged during the validity period of the tender.

4. Bid Guarantee:

The tenderer should furnish a Bid Guarantee amounting to a sum of Rs. 50,000.00 valid until 30.04.2024 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 tender opening.

5. Performance Guarantee:

Within 14 calendar days from the date of Letter of Award of the contract by the CBSL, the successful tenderer shall furnish a Performance Guarantee substantially in the form of Annex V in a sum of Rs.300,000.00 for the due performance of the contract which should be valid up to 30.04.2025. 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 tenderer who fails to furnish 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. Site Inspection: Site inspection will be carried out in respect of eligible tenderers.

7. Signing of Contract Agreement: The Successful Tenderer shall enter into a contract agreement with CBSL for the supply of catering services, within one month from the Letter of Award.

7. Payment Method:

All payments will be made in compliance with the laws pertaining to taxation that are in force for the time being and all regulations, directions and notices issued by the competent authorities. The conditions of the payments are as follows.

- i. Payments shall be made within fourteen (14) calendar days on receipt of the invoices and upon scrutiny and recommendations of the Director, CBS. The caterers are required to provide invoices on programme-wise basis for payments not later than one week after the service is provided.
- ii. The successful tenderer shall submit a copy of VAT Registration Certificate (if any) and SSCL Registration Certificate (if any).

8. Financial soundness of the service provider

The tenderer must demonstrate that they possess a sound financial status to perform the contract throughout the period successfully.

9. Document Requirements:

Following information shall be furnished along with the bid:

- i. Duly completed Form of Tender (Document B).
- ii. Documentary evidence for the past experience in the field of providing catering services for at least two client institutions over a period of three (03) years ended 31 December 2023 with the name of client institution, period of service, nature of services, average monthly contract price, and the details of contact person (Annex I).
- iii. A copy of the Business Registration/Certificate of Registration of a Firm/ Certificate of incorporation /Joint ventures / Mergers as applicable
- iv. Documentary evidence (self-declaration with photographs) as proof of having their own kitchens with required facilities to cook/prepare meals, refreshments, soft drinks, fruit juices etc. under hygienic conditions.
- v. Price schedule with specification of food items (Annex III).
- vi. Duly completed Bid Guarantee (Similar to Annex IV).

- vii. Copy of VAT Registration Certificate (if any) and SSCL Registration Certificate (if any).
- viii. Copies of audited Financial Statements for the last three years ending 31st December 2022/ 31st March 2023.
- ix. A valid license/certificate issued by the Public Health Inspector relevant to the kitchen located area to certify food safety and standards. The license/certificate should be valid as at bid closing date.
- x. Completed document submission check list (Annex VI).

10. Selection Method:

- i. Selection of the service provider/s will be based on cost, quality, and financial soundness of the service provider.
- ii. The CBSL reserves to itself the right to accept or reject any or all quotations received and is not bound to accept the lowest quotation.
- iii. The decision of the CBSL in this regard to its award of the contract shall be final.
- iv. CBSL may select one or more contractor(s) to provide the services during the specified period.

Further, the initial period of the contract will be for one year and may be extended for an additional one year with the same terms and conditions if the Director, CBS satisfied with the performance of the supplier.

11. Submission of Bids and Tender Opening:

Bids enclosed in securely sealed envelopes with cover marked "TENDER FOR THE PROVISION OF CATERING SERVICES TO THE CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA" and the name of the tenderer at the top left-hand corner of the cover should either be;

- i. Sent by registered post to reach the Secretary, Central Bank of Sri Lanka, No 30, Janadhipathi Mawatha, Colombo 1.

OR

- ii. Deposited in the Tender Box located in the mailroom on the Ground Floor of the same building.

not later than 1430 hrs on 13.03.2024.

Tenders will be opened immediately after closing the tenders on 13.03.2024 at the ground floor of the Head Office Building, CBSL, No.30, Janadhipathi Mawatha, Colombo 01. Tenderers or their authorized representatives may be present when the tenders are opened, subject to prevailing security clearance and health measures.

12. Contact Details:

For any further clarifications, you may contact the following officer/s.

- i. Assistant Secretary / Secretariat (Procurement Matters) - 0112477300
- ii. Assistant Director/Centre for Banking Studies (Catering Service) -0112477847

Yours faithfully

Sgd./ (Mrs.) K N N M Bandara

Secretary

Central Bank of Sri Lanka

DOCUMENT B
FORM OF TENDER

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

**TENDER FOR THE PROVISION OF CATERING SERVICES TO THE
CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA,
NO. 58, SRI JAYEWARDENEPURA MAWATHA, RAJAGIRIYA
DURING THE PERIOD FROM 01.04.2024 TO 31.03.2025**

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

.....
I hereby offer to undertake the providing of catering services to Centre for Banking Studies, Central Bank of Sri Lanka, No. 58, Sri Jayewardenepura Mawatha, Rajagiriya during the period from 01.04.2024 to 31.03.2025 in accordance with the conditions and specifications indicated in the tender documents, at the rates quoted in the Price schedule (Annex III)..

If my/our Tender is accepted I/we agree to furnish a Performance Guarantee in accordance with the tender documents in a sum of Rs.300,000.00 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 up to 30.04.2025. I/We understand that my/our Tender together with your written acceptance thereof shall form a binding contract between us.

Dated this of Two Thousand and Twenty Four.

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

Name:

Designation:

Signature: Official Seal:

ELIGIBILITY REPORT

CLIENT INSTITUTION INFORMATION

**TENDER FOR THE PROVISION OF CATERING SERVICES TO THE
CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA,
NO. 58, SRI JAYEWARDENEPURA MAWATHA, RAJAGIRIYA
DURING THE PERIOD FROM 01.04.2024 TO 31.03.2025**

Experience in providing catering services in Sri Lanka.

Name of the tenderer:

.....

Experience - Client 1		
Name of the Client Institution		
Period of Service		
Nature of services offered to the client institution by your company.		
Average monthly contract price		
Remarks (if any)		
Contact Person at Client Institution	Name	
	Designation	
	Contact Nos.	
	Email address	

Experience - Client 2	
Name of the Client Institution	
Period of Service	
Nature of services offered to the client institution by your company.	

Average monthly contract price		
Remarks (if any)		
Contact Person at Client Institution	Name	
	Designation	
	Contact Nos.	
	Email address	

Experience - Client 3		
Name of the Client Institution		
Period of Service		
Nature of services offered to the client institution by your company.		
Average monthly contract price		
Remarks (if any)		
Contact Person at Client Institution	Name	
	Designation	
	Contact Nos.	
	Email address	

Note:

- Should have provided catering services for **at least** two clients institutions over a period of three (03) years ended 31 December 2023 for the past experience.
- The tenderer **is required to attach the sales invoices** or the necessary documentary proof for the above experiences.
- Please expand the form if required.

**TENDER FOR THE PROVISION OF CATERING SERVICES TO THE
CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA,
NO. 58, SRI JAYEWARDENEPURA MAWATHA, RAJAGIRIYA
DURING THE PERIOD FROM 01.04.2024 TO 31.03.2025**

1.1 General Terms and Conditions

- i. Catering services shall be provided to Centre for Banking Studies, No. 58, Sri Jayewardenepura Mawatha, Rajagiriya, during the period from 01.04.2024 to 31.03.2025.
- ii. The prospective tenderer(s) should have the capability to;
 - a) Supply palatable food items cooked/prepared at their own kitchen premises, under highly hygienic conditions, and serve the food with acceptable standards,
 - b) Use their own crockery, cutlery, paper plates, paper serviettes, chaffing dishes, and tablecloths, etc., for serving.
- iii. Prospective tenderers should have the financial capacity to provide catering services as and when required by the Director of CBS.
- iv. Meals including breakfast, lunch, dinner, and refreshments should be served in buffet-style and in chaffing dishes. Meal packs for breakfast, lunch, dinner, and refreshments in set menus should be provided in a suitable manner whenever necessary.
- v. Prices for services should be quoted as a flat rate for all menus in a particular category, specified under breakfast, lunch, dinner, and refreshments in the **Price Schedule** specified in **Annex III**.
- vi. Prices quoted in the tender should be firm and should not be subject to alterations during the contract period.
- vii. Tenderer(s) should be able to provide catering services at short notice given by the Director of CBS or by an authorized officer of the CBS.
- viii. The requirement of catering services to be provided on a particular day shall be informed at least one day prior to the event, by the Director of CBS or by an authorized officer of the CBS.
- ix. Furniture and refrigerator will be provided by the CBS.

1.2 The successful tenderer (s) shall:

- i. Ensure that a sufficient number of stewards are deployed to provide an efficient service.
- ii. Ensure that stewards deployed are attired smartly in clean uniform with shoes, in a manner acceptable to the Director of CBS.
- iii. Ensure that the tenderer takes measures to remove surplus foods and remaining unconsumed and any other wastage after the service.
- iv. Be responsible for any damages caused to the furniture, fittings, equipment, utensils, etc., of the CBS, or of any third party, injury caused to any member of the Bank staff, participants attending training programs/seminars, by the staff deployed by the tenderer due to negligence or willful misconduct in the performance or in consequence of the performance of the obligations under the contract.
- v. Abide by the instructions that may be issued by the Director of CBS from time to time, according to the prevalent conditions and requirements of the CBS.
- vi. The personnel to be deployed should maintain a cordial relationship with CBS staff, participants, and other members of the public when providing catering services.
- vii. Abide by the internal, external security measures enforced at the CBS and exercise maximum care in selecting the catering staff to be deployed under this contract.
- viii. Obtain police security clearance in respect of the staff to be deployed and furnish such information in advance to the Director, Security Services of the CBSL.
- ix. Tenders should take all necessary measures to adhere to health and safety guidelines imposed by Health Authorities in possible circumstances of public health hazards.
- x. CBSL retains the right to terminate the services of the tenderer as provided in the contract agreement.

PRICE SCHEDULE

**TENDER FOR THE PROVISION OF CATERING SERVICES TO THE
CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA,
NO. 58, SRI JAYEWARDENEPURA MAWATHA, RAJAGIRIYA
DURING THE PERIOD FROM 01.04.2024 TO 31.03.2025**

- A. Breakfast, Lunch, and Dinner** (The menus that could be provided need to be attached to this document).

Category/Menu	Rate per Head (Rs.)			
	Cost exclusive of Taxes (a)	Cost Inclusive of Taxes		Total a+b+c
		Other Taxes (b)	VAT (c)	
Normal Services - Lunch / Dinner (Buffet)				
Special Services - Lunch / Dinner (International Buffet)				
Breakfast (Buffet)				
Breakfast Packets				
Lunch Packets				
Dinner Packets				

- B. Refreshments** (A list of short-eats, cakes, fresh cut-fruits, tea (including black tea, green tea, ginger tea), fresh fruit juices, and soft drink items that could be provided needs to be attached to this document). Properly packed refreshments should be provided in a suitable manner whenever it is necessary.

Category	Description	Rate per Head (Rs.)			
		Cost exclusive of Taxes (a)	Cost Inclusive of Taxes		Total a+b+c
			Other Taxes (b)	VAT (c)	
1.	Cup of Tea or Coffee				
2.	Options i. One short-eat or ii. A piece of cake (butter/ fruit/date/chocolate) and A cup of Tea or Coffee				

3.	Options i. Two short-eats or ii. One short-eat and a piece of cake (butter/ fruit/date/ chocolate) and A cup of Tea or Coffee				
4.	Options i. Three short-eats or ii. Two short-eats and a piece of cake (butter/ fruit/date/ chocolate) and Options i. Pot of tea (per cup) or ii. Pot of coffee (per cup) or iii. Iced Coffee or iv. Fresh Fruit Juice				
5.	Options: i. Four short-eats or ii. Three short-eats and a piece of cake (butter/fruit/date/ chocolate) and Options: i. Pot of tea (per cup) or ii. Pot of coffee (per cup) or iii. Iced Coffee or iv. Fresh Fruit Juice				
6.	Options: i. Four Cut Fruits and two short-eats or ii. One short-eat and a piece of cake (butter/fruit/date/ chocolate) and Options: i. Pot of tea (per cup) or ii. Pot of coffee (per cup) or iii. Iced Coffee or iv. Fresh Fruit Juice				
7.	Glass of Fruit Juice (flavoured) – 200ml				
8.	Glass of Fresh Fruit Juice (Mango, Lime, Watermelon, Papaya) – 200ml				

Note: The price quoted should be valid until 31/03/2025
Prices should be provided to all categories listed above.
Price quoted should be based on the existing tariff structure.
Successful tenderers are requested to provide a copy of VAT Registration Certificate (if any) and SSCL Registration Certificate (if any).

C. Conditions:

1. Lunch

- (i) A list of a minimum of 5 different lunch menus for **Normal Service** (Sri Lankan, Indian, Chinese, and Western Menus) with a minimum of two desserts, including fresh fruit/fruit salad and pudding/ice cream/watalappan /curd with treacle that could be provided needs to be attached to this document.
- (ii) A list of a minimum of 5 different lunch menus for **Special Service** (Sri Lankan, Indian, Chinese, and Western Menus) including soup, salads, three non-veg items, and three desserts, including fresh fruit/fruit salad and pudding/ice cream/watalappan /curd with treacle that could be provided needs to be attached to this document.
- (iii) Each menu should include a dish of plain Basmathi rice/Keeri samba rice and red raw small grain rice.
- (iv) Chicken and sea food to be included in the non-vegetarian menus.
- (v) A minimum of four (04) vegetarian items and a vegetable salad should be included in all menus.
- (vi) Each menu should include papadam, cutlets, or fried mixture and chutney or pickle.
- (vii) In selecting items for the menu, kindly consider health consciousness of the participants.

2. Breakfast

The breakfast should be served in buffet-style. The breakfast menus should include main courses, non-veg dishes, other dishes, and desserts as indicated below;

- (a) Main Courses: Any three (03) from following items;
Milk Rice/ String Hopper Biriyanis/ Toasted Bread / Thick Pancakes /Roti (Pol, Egg or Plain) /Cereal with Milk/ String Hoppers / Dosa
- (b) Non Veg Dishes: Any two (02) from following items;
Fish (Ambulthiyal or Curry) / Egg (Scrambled or Bullseye, Fried Eggs or Omelet Curry or Boiled Eggs) / Chicken (Curry or Sautéed or Fried)
- (c) Other Dishes: Any four (04) from the following items which suit for the Main Courses in the selected menu;
Seeni Sambal, Dhal Masala, Butter, Fruit jam, Potato Thick Curry, Kithul Treacle, Coconut Sambal, Vegetable Sambar

- (d) Desserts: 01 Fruit Item (Any item from Banana/ Papaya/ Pineapple/ Watermelon)
- (e) The packed breakfast meals should include one item from main course, one item from non-veg dishes, two items from other dishes suit for the main course and one dessert item from the list of menus in 2(d) above.
- (f) A list consists of a minimum of 5 different breakfast menus applicable for 2 (a) to (d) above needs to be attached to this document.

3. Lunch and Dinner Packets

Prices for lunch and dinner packets should be quoted as a flat rate and the menus should include main courses, non-veg dishes, other dishes, and desserts as indicated in 3.1 and 3.2 below:

3.1 Lunch Packets

- (a) Main Course: Any one (01) from following items;
Plain Rice / Yellow Rice / Fried Rice / Biryani / Nasi goreng
- (b) Non Veg Dishes: Any one (01) from following items which suit for the Main Course;
Chicken / Fish / Egg
- (c) Other Dishes: Any three (03) from the following items which suit for the Main Course:
Cooked vegetables / Chopsuey / Mushroom / Brinjal Moju/ Seeni Sambal / Potato
Tempered / Dhal Curry/ Mellum / Vegetable salads
- (d) Condiments: Any two (02) from following items;
Cutlet / Papadam / Chili Paste / Dried Chilies
- (e) Dessert: A cup of Yogurt or Ice Cream

3.2 Dinner Packets

- (a) Main Course: Any one (01) from following items;
Plain Rice / Red Rice/ String Hoppers / Fried Rice/ Noodles/ Pasta / Kottu
- (b) Non Veg Dishes: Any one (01) from following items which suit for the Main Course;
Chicken / Fish / Egg
- (c) Other Dishes: Any three (03) from the following items which suit for the Main Course:
Cooked vegetables/Mushroom / Potato Curry / Dhal Curry / Pol Sambal / Chopsuey/
Vegetable Salads

(d) Condiments: Any two (02) from following items (Except for String Hoppers);
Papadam / Chili Paste / Dried Chilies

(e) Dessert: A cup of Yogurt or Ice Cream

Note : Artificial flavours should not be added to any of the above items.

VAT Registration No :

SSCL Registration No. (if any):.....

.....
Authorized Officer's Name	Designation	Authorized Signature

.....
Company Seal	Date

BID GUARANTEE

**TENDER FOR THE PROVISION OF CATERING SERVICES TO THE
CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA,
NO. 58, SRI JAYEWARDENEPURA MAWATHA, RAJAGIRIYA
DURING THE PERIOD FROM 01.04.2024 TO 31.03.2025**

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 Tenderer") has tendered for the providing of catering services to Centre for Banking Studies, Central Bank of Sri Lanka, No. 58, Sri Jayewardenepura Mawatha, Rajagiriya, during the period from 01.04.2024 to 31.03.2025 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 the Tender, the Tenderer 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 Rs.50,000.00 (Rupees Fifty Thousand) as security for the due observance by the Tenderer of the Conditions of the Tender.

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 Tenderer,

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

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 Tenderer 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 Tenderer 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 30 April 2024.

Seal of the Guarantor
and authorized signature

Date:

PERFORMANCE GUARANTEE

TENDER FOR THE PROVISION OF CATERING SERVICES TO THE CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA, NO. 58, SRI JAYEWARDENEPURA MAWATHA, RAJAGIRIYA DURING THE PERIOD FROM 01.04.2024 TO 31.03.2025

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 providing of catering services to Centre for Banking Studies, Central Bank of Sri Lanka, No. 58, Sri Jayewardenepura Mawatha, Rajagiriya during the period from 01.04.2024 to 31.03.2025 to the Central Bank of Sri Lanka by the letter of award dated <DD/MM/YYYY> and has entered into a contract with the said 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 Three Hundred Thousand (Rs.300,000.00) and undertake to pay you upon your first written demand signed by the Secretary 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 up to 30th April 2025.

Authorized Signature and seal of the Guarantor:

Date:

DOCUMENT SUBMISSION CHECK LIST

**TENDER FOR THE PROVISION OF CATERING SERVICES TO THE
CENTRE FOR BANKING STUDIES OF THE CENTRAL BANK OF SRI LANKA,
NO. 58, SRI JAYEWARDENEPURA MAWATHA, RAJAGIRIYA
DURING THE PERIOD FROM 01.04.2024 TO 31.03.2025**

	Document Name	Availability	
		Yes	No
i	Duly completed Form of Tender (Document B)		
ii	Documentary evidence for the past experience in the field of providing catering services for at least two client institutions over a period of three (03) years ended 31 December 2023 with the name of client institutions, period of service, nature of services, average monthly contract price, and the details of contact person (Annex I)		
iii	A copy of the Business Registration/Certificate of Registration of a Firm/ Certificate of incorporation /Joint ventures / Mergers as applicable		
iv	Documentary evidence (self-declaration with photographs) as proof of having their own kitchens with the required facilities to cook/prepare meals, refreshments, soft drinks, fruit juices, etc., under hygienic conditions.		
v	Price schedule with specification of food items (Annex III)		
vi	Duly completed Bid Guarantee (Similar to Annex IV).		
vii	Copies of VAT Registration Certificate (if any) and SSCL Registration Certificate (if any).		
viii	Copies of audited Financial Statements for the last three years ending 31 st December 2022/ 31 st March 2023.		
ix	A valid license/certificate issued by the Public Health Inspector relevant to the kitchen located area to certify on food safety and standards. The license/certificate should be valid as at bid closing date.		

Name of the Company:

Name of the officer:

Contact No.:

Designation:

Date :

Company seal: