



ශ්‍රී ලංකා මහ බැංකුව
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 TENDER

Ref: No. 09/04/007/2023/001

14/03/2024

Director/Manager

.....
.....

Dear Sir/Madam

TENDER FOR SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR RECYCLING OF CURRENCY WASTE

Sealed quotations are invited for selecting a suitable service provider for disposal and/or recycling of currency waste of the Central Bank of Sri Lanka (CBSL) in an eco-friendly manner for a period of two (02) years.

1. Introduction

1.1. Overview of CBSL Process

CBSL process currency notes received from Licensed Commercial Banks (LCBs) to verify their authenticity, volumes, and quality. In this process, currency notes which are not suitable for further circulation (unfit currency notes) are shredded into small pieces through shredding machines. The shredded currency notes pressed, compressed into cylindrical briquettes.

1.2. Key Deliverables

- 1.2.1. The prospective entity is expected to collect and transport currency briquettes and broken pieces from the CBSL Head Office premises. The CBSL will release currency briquettes for recycling and/or disposal purposes and the prospective entity is expected to collect currency briquettes from CBSL within the agreed period.
- 1.2.2. The prospective entity who is willing to recycle/dispose currency waste should be assured that the entire recycling/disposing process is an ecofriendly process.

1.3. Details/Specifications of Currency Waste

- 1.3.1. Form of Waste: Cylindrical briquettes and broken pieces
- 1.3.2. Type of material: cotton based substrate
- 1.3.3. Size of a Briquette: 45-90 mm in length/Diameter 80mm (Approx.)
- 1.3.4. Weight of a Briquette:250 g (Approx.)
- 1.3.5. Output Quantity :500 nos of bags (each approximately weighs 10 kg) per week on average (each bag contains 40 nos of briquettes on average)

2. Eligibility Criteria and Experience:

- 2.1 Bidders shall be able to prove the capability of disposal and/or recycling of solid currency waste. CBSL is expected to release a minimum of 05 tons of solid currency waste per month (which can be varied from 05-20 tons per month depending on the operations of the currency destructions at CBSL)
- 2.2 Bidder shall be a registered business entity at least at its respective Divisional Secretariat.
- 2.3 Handling of solid currency waste should be in a way of legal and environmentally friendly manner as per the law in Sri Lanka.
- 2.4 Bidders shall submit viable project proposal/s.
- 2.5 Previous experience in the field of solid waste management or similar activities will be an added advantage.

3. Technical Specifications, and other requirements:

- 3.1 Bidders may have proficiency in handling waste recycling or thermal destruction techniques mainly for disposal and/or recycling industry.
- 3.2 Familiarity with environmentally friendly processes, energy recovery methods, and innovative technologies will be an added advantage.
- 3.3 Bidders shall possess their own arrangement of transportation for transporting bulk of solid currency waste from CBSL, Colombo.
- 3.4 Bidders should have all necessary licenses and permits obtained from the Central Environmental Authority (CEA), Sri Lanka and other relevant government authorities to engage in disposal and/or recycling industry (supportive documents should be attached).

4. Price Schedule:

The Tenderers shall mark the applicable box (✓) of the selected mode for obtaining currency waste as per Annex I – Price Schedule. The price quoted inclusive of all local taxes should be in Sri Lanka Rupee (Rs.), if applicable. The price shall remain unchanged during the validity period of this Tender.

5. Bid Guarantee:

The Tenderer should furnish a Bid Guarantee amounting to a sum of Rs. 10,000 valid until 03/07/2024 by way of a Bank Guarantee substantially in the form of Annex II or a Bank Draft in favor of the Central Bank of Sri Lanka, obtained from a LCB operating in Sri Lanka. The Bid Guarantee shall be available at the time of the tender opening.

6. Performance Guarantee:

- 6.1 Within 14 days from the date of letter of award of the contract by the CBSL, the successful Tenderer shall furnish a Performance Guarantee a sum of Rs. 50,000/- as per Annex III for the due performance of the contract which should be valid for the period of 180 days from the date of letter of award, and which can be extended periodically for 2 years. 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 LCB operating in Sri Lanka and forwarded to the Secretary of the CBSL.
- 6.2 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.
- 6.3 Security clearance for vehicles and persons employed for collecting currency waste shall be obtained from the CBSL prior to enter into the CBSL premises.
- 6.4 The tenderer shall commence the collecting of currency waste after awarding the contract by CBSL. CBSL will inform the date and/or time for collecting currency waste from time to time depend on the destruction process.

7. Signing of Contract Agreement:

Once the prospective entity/person selected, shall enter into a contract agreement (Annex IV – Draft Agreement) within 14 days from the letter of award.

8. Payment Method:

All payments, if applicable, will be subject to existing taxes as applicable in terms of the Inland Revenue Act No 24 of 2017 and any subsequent amendments and notices issued by the Department of Inland Revenue, Sri Lanka.

9. Selection Criteria:

- i. The selection will be based on cost, and quality method (environmentally friendly methodology/ies used by the tenderer, functional & technical requirements, business establishment, and experience in similar activities, new innovations) subject to substantial compliance with Tender conditions.
- ii. The CBSL reserves to itself the right to accept any or reject any or all tender(s) or any part of the tender received and is not bound to accept the lowest quotation. The decision of the CBSL shall be final with regard to the award of the contract.

10. Required documents to be submitted to CBSL

- 10.1 Duly filled Annex I (Price Schedule).
- 10.2 A comprehensive profile of the business entity and relevant managerial personal/owners including name/s, addresses, contact details (phone number/s and email), business registration details (Annex V (a)).
- 10.3 Brief Description of the initial business plan (the location of the factory and current activities, process of the recycling/waste management/destruction).
- 10.4 Weekly/Monthly capacity of storing currency note wastes (number of tones).
- 10.5 Experience in the past project similar to recycling/waste management (at least 3 projects), if available (Annex V (b)).
- 10.6 Past financial statements (at least for recent 3 years) and other activities, if available (Annex V(c)).
- 10.7 CEA certificate and/or other relevant approvals for the project (Please attach).

11. Financial Consideration

Financial consideration of obtaining currency waste (purchasing/charging/free of charge). In case of purchasing/charging, indicate the expected price/charge per one kilogram (1kg) (Annex I: Price Schedule).

12. Submission of Bids and Tender Opening:

Duly perfected tender documents addressed to the Secretary, Central Bank of Sri Lanka, No 30, Janadhipathi Mawatha, Colombo should be either;

- i. Sent by registered post to reach the Secretary not later than 1430 hrs on 04/04/2024, Secretariat Department, Central Bank of Sri Lanka, No 30, Janadhipathi Mawatha, Colombo 01.
OR
- ii. Deposited in the Tender Box located in the mail room at Ground Floor of the same building, not later than 1430 hrs on 04/04/2024.
OR
- iii. Sent via email to procsec@cbsl.lk with a copy to sec@cbsl.lk in the form of password-protected PDF, with the subject TENDER FOR SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR RECYCLING OF CURRENCY WASTE (Please refer Annex VI for the guide on submitting documents via email) not later than 1430 hrs on 04/04/2024. The passwords of the tender documents shall be sent before 1440hrs on 04/04/2024.

Tenders will be opened immediately after closing the tenders on 04/04/2024 at the Ground Floor of the Head Office Building, CBSL, No.30, Janadhipathi Mawatha, Colombo 01. Tenderers or their authorized representatives may be presented at the time of opening tenders subject to prevailing security and health regulations/measures.

13. Pre bid Meeting

A physical pre bid meeting is scheduled to be held at 1000 hrs on 20/03/2024 at the CBSL Head Office Building, for the purpose of explaining the scope of work pertaining to this service for potential Bidders. The bidders have the option of joining the pre-bid meeting virtually via MS Teams, if required. Any changes related to this tender notice will be posted on the official website of CBSL under the heading 'Tender Notices'. Those who are interested to attend the pre bid meeting are required to get registered by sending an email to procsec@cbsl.lk with a copy to sec@cbsl.lk on or before 19/03/2024. For further details on pre bid meeting, you may contact Senior Assistant Secretary of the Secretariat Department through telephone +94 112477312.

14. Contact Details:

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

- i. Deputy Superintendent / Currency Department (Technical Matters) - 0112477014
- ii. Senior Assistant Secretary (Procurement Matters)/Secretariat Department –0112477312

Yours faithfully

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 SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL
AND/OR RECYCLING OF CURRENCY WASTE**

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

.....hereby
offer to undertake the disposal and/or recycling of currency waste for the Central Bank of Sri Lanka in
accordance with the conditions and specifications indicated in the tender documents, at the rates quoted
in the Price schedule (Annex I), if applicable, within a period of days from the date of letter of award
for the total sum of Rupees.....
.....(Rs.).

If my/our Tender is accepted I/we agree to furnish a Performance Guarantee in accordance with the
tender 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
Monetary Board of the Central Bank of Sri Lanka obtained from a licensed commercial bank operating in
Sri Lanka. The Performance Guarantee shall be valid for 180 days from the date of letter of award by the
CBSL and shall be extended periodically for 2 years. 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 authorized to sign the bid for and on behalf of
.....
..... (Company name and address).

Name:

Designation:

Signature:

Witnesses:

1. Signature:
Name:
Address:
Designation:
2. Signature:
Name:
Address:
Designation:

PRICE SCHEDULE
TENDER FOR SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR
RECYCLING OF CURRENCY WASTE

Purchasing Method [pls select one option (√)]		Method of Disposing (please put √)		
		Recycling	Thermal De- struction	Both
1. At a zero payment/zero charge				
2. By making a payment to CBSL				
3. Charging from CBSL				

1. If the bidder selected option 1 above, pls fill the below details.
 - 1.1 Minimum monthly Requirement of waste:Kg
2. If the bidder selected option 2 above, pls fill the below details.
 - 2.1 Expected purchasing price: Rs.....(for 1 Kg)
 - 2.2 Minimum monthly Requirement of waste:Kg
3. If the bidder selected option 3 above, pls fill the below details.
 - 3.1 Expected price to be charged from CBSL (without tax) : Rs.....(for 1 Kg)
 - 3.2 Tax (if applicable): Rs.....
 - 3.3 Minimum monthly Requirement of waste:Kg

VAT Registration No (If any) - _____

SSCL Registration No (If any) - _____

The successful tenderer shall submit copies of VAT Registration Certificate and SSCL Registration Certificate (if any).

Authorized Officer's Name

Designation

Signature

Company Seal

Date

**BID GUARANTEE
TENDER FOR THE
SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR RECYCLING OF CUR-
RENCY WASTE FOR 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 Tenderer”) has tendered for the <Name of Tender> 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 <Amount in Rs..... > (In word) 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 03/07/2024.

Seal of the Guarantor
and authorized signature

Date:

PERFORMANCE GUARANTEE

**TENDER FOR THE
SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR RECYCLING OF CURRENCY
WASTE FOR 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 Tender> to the Monetary Board of the Central Bank of Sri Lanka by the letter of award dated <DD/MM/YYYY > and has entered into a contract with the said Monetary Board of 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 Monetary Board of 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 Monetary Board of 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 <Number of days to be specified by the CBSL> from the date of the letter of award.

Authorized Signature and seal of the Guarantor:

Date:

Draft CONTRACT AGREEMENT

**TENDER FOR SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR
RECYCLING OF CURRENCY WASTE**

THIS AGREEMENT is made and entered into by and between the **Governing Board of the Central Bank of Sri Lanka** a body incorporated under the provisions of Central Bank of Sri Lanka Act, No. 16 of 2023 having its principal place of office at No.30, Janadhipathi Mawatha, Colombo 1 (hereinafter referred to as “Client”) of the One Part and and having its registered office at..... which is disposing the shredded currency particles from the Central Bank of Sri Lanka for a Period ofYears (Extendable) under the name of (hereinafter referred to as “the Service Provider”) of the Other Part.

WHEREAS the Client is desirous that the currency waste disposals of the Central Bank of Sri Lanka should be provided to the Service Provider and has accepted a Bid submitted by the Service Provider as per the price schedule dated (Hereinafter referred to as “the Contract Price”) for a period of years commencing from unless otherwise terminated pursuant to the provisions of the Agreement.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this agreement, words and expressions shall have the same meaning as are respectively assigned to the Document A - Letter of Invitation dated issued by the Client including annexures therein, i.e., , Price Schedule (Annex I), Performance Guarantee (Annex II) Annex IV(a),IV(b) & IV(c) – Information Sheet, Experience Report, Profitability and Other Business Activities

1. Responsibilities of the Service Provider

1.1 The Service Provider shall obtain the cylindrical currency waste briquettes and broken pieces in continuous basis during the agreement period and use for the purpose recycling and/or destructing.

1.2 The service provider should utilize owned or rented vehicles for transporting briquettes.

- 1.3 The Service Provider should ensure that the personnel, machinery and transport arrangements as may be determined by the Client is stationed in the Central Bank of Sri Lanka as authorized by the Client for the purpose of providing the services hereunder to the Client during the tenure of this Agreement.
- 1.4 Information with regard to staff entering into clients' premises including vehicle details should provide previous day of the transportation of currency briquettes to the client to enable the access to the client premises.
- 1.5 Service Provider should provided access to the officers of the client to enter into the recycling/destruction premises at any time by request of client for inspection.
- 1.6 Comply with all annexes of the tender documents as stated above.
- 1.7 In consideration of any payment, if any as per the Contract Price in the manner hereinafter stated, the Service Provider hereby covenants with the Client to provide in conformity in all respects with the provisions of the Contract Documents.

2. Responsibility of the Client

- 2.1 The Client hereby covenants to pay the Service Provider in consideration of the provision of services, a monthly payment, if any, upon the submission of the original invoice by the Service Provider subject to terms and conditions stipulated under Section 4 of the Annex I.
- 2.2 Provide required access to the officers of the Service Provider to enter into the client's premises to transportation of the currency briquettes.

INDEMNIFICATION

3. Notwithstanding any other term of this Agreement, the Service Provider agrees to indemnify the Client against, and hold the Client harmless from any and all claims or demands made by any third party, resulting from the acts, omissions or misrepresentations of the Service Provider or its agents, regardless of the form of action, provided always that this clause shall not apply if such acts or omissions were made on the instructions of the Client or any of its Agents.
4. The Service Provider further agrees to indemnify the Client and hold the Client harmless from and against any and all claims for any damage of or personal injury to any director, officer, employee or agent of the Client in the course of providing the services or performance of this Agreement, which is attributable to any action or omission of the Service Provider or its agents

provided that this clause shall not apply if such acts or omissions were made on the instructions of the Client or any of its Agents.

CONTRACT PERIOD

5. The Service Provider shall enter into a service contract with the Central Bank of Sri Lanka for a period of years with effect from the commencement date of provisioning of services. Further extensions will be considered after both parties agreed.

TERMINATION/ ALTERATION

6. The Client has the right to terminate this Agreement at any time if the Service Provider's performance is found to be unsatisfactory or carried out in violation of the Contract Documents; provided that the Client shall give one month notice to the Service Provider prior to give effect to such termination which shall be delivered to the address of the Service Provider given in paragraph 11 hereto.
7. Any notice required to be given under this Agreement to any of the parties shall be delivered in person, sent by registered post or by facsimile or by e-mail addressed to:

The Client : The Secretary
Secretariat Department
The Central Bank of Sri Lanka
No.30, Janadhipathi Mawatha, Colombo 1
Facsimile No. : (94) – 11 – 24777.....
E-mail : _____@cbsl.lk
Attention :

The Service Provider
:
.....
Facsimile No. : (94) – 11 –
Email :
Attention :

or such other address of which notice in writing has been given to the other parties to this Agreement under the provisions of this clause.

Any such notice shall take effect, if delivered in person, at the time of delivery, if sent by post, three days in the case of registered post and in the case of facsimile or E-mail, 24 hours after the

time of dispatch or dissemination, provided that such notice shall forthwith be confirmed by post subject to any emergency occurred beyond the control. If such a scenario occurred, the right is vested with the CBSL call for clarifications if any.

8. This Agreement shall be governed by and construed in all respect in accordance with the laws of Sri Lanka. and the parties do hereby entitle to submit to the jurisdiction of a competent court of law established in Colombo, having jurisdiction to hear any dispute arising from the contractual obligations under these presents.
9. This Agreement shall be effective fromday of, Two Thousand and Twenty-Four (2024).

IN WITNESS WHEREOF, the Secretary, Secretariat Department of the Central Bank of Sri Lanka on behalf of the Governing Board of the Central Bank of Sri Lanka has set his hand and, as a authorized signatory of the saidhave set his hand hereto and to another of the same tenor and date as these presents at the place and on the date afore-written.

The Secretary of Secretariat Department of the Central)
Bank of Sri Lanka as the authorized officer set his/her)
hand hereof at Colombo on this day of 2024)

Witnesses:

1. Name & NIC No.:
2. Name & NIC No.:

The of the said)
..... is hereto set his/her)
hand hereof at Colombo on this day of.....,)
2024

Witnesses:

1. Name & NIC No.:
2. Name & NIC No.:

ANNEX V (a) – INFORMATION SHEET (BUSINESS PROFILE)

TENDER FOR SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR RECYCLING OF CURRENCY WASTE

Criteria		Bidder's Response	
1. Company Name			
2. Address			
3. Type of the Business			
4. Brief description of the Business (registration details (pls attach a copy), nature of the business etc.)			
5. Previous Experience of Currency Waste Management (if applicable, required to attach proof documents) (Please put √) I. Currency Waste Recycling () II. Currency Waste Thermal Destruction () III. Both of the above ()			
6. Brief description on the proposed project (Using currency briquettes). Required to attach the project proposal.			
7. Details of the Owners/Board of Directors/ key Managerial Personnel (Name)	Position	Contact Details	
		Phone number/s	Email
I)			
II)			
III)			
IV)			

ANNEX V (b) – EXPERIENCE REPORT
TENDER FOR SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR
RECYCLING OF CURRENCY WASTE

- Please fill if applicable.

Name of the Company:

Experience - Project 1			
1. Project Name			
2. Address of the project			
3. Project period/contract			
4. Details of the project activity/ies			
5. Methodology used (technical aspects)			
6. Contact Person	Name	Designation	Telephone No.
Experience - Project 2			
1. Project Name			
2. Address of the project			
3. Project period			
4. Details of the project activity/ies			
5. Methodology used (technical aspects)			
6. Company Contact Person	Name	Designation	Telephone No.
Experience - Project 3			
1. Project Name			
2. Address of the project			
3. Project period			
4. Details of the project activity/ies			
5. Methodology used (technical aspects)			
6. Company Contact Person	Name	Designation	Telephone No.

**ANNEX V (c) – PROFITABILITY AND OTHER BUSINESS ACTIVITIES
TENDER FOR SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR
RECYCLING OF CURRENCY WASTE**

Innovations and Business Establishments		
Comprehensive Project Proposal / Business Establishment (Please attach)		
Profitability (For last 03 years – include proof documents if available)	<i>Year</i>	<i>Profit</i>
	01.	
	02.	
	03.	
Other business activities (except recycling / disposing business)		

**TENDER FOR THE
SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR RECYCLING OF
CURRENCY WASTE
FOR THE CENTRAL BANK OF SRI LANKA**

INSTRUCTIONS FOR SUBMITTING THE TENDER DOCUMENTS VIA EMAIL

1. The subject of the email should be TENDER FOR SELECTING A SUITABLE SERVICE PROVIDER FOR DISPOSAL AND/OR RECYCLING OF CURRENCY WASTE
2. The maximum file size should be less than 08MB. If the tender documents exceed this size, separate emails could be sent with the relevant name of the tender followed by the version of the email (e.g.: <Name of the Tender> 1 of 2, <Name of the Tender> 2 of 2)
3. All PDFs should be password-protected, and the password shall be sent within 10 minutes of closing of the tender.
4. The tenderers shall provide the contact details (email) of their authorized representatives in the body of the email in order for the CBSL to send the invitation to the virtual bid opening meeting.
5. Any concerns/issues regarding the submission of the documents shall be informed before the deadline of the submission of the documents as late bids will not be accepted.
6. Completed set of documents should send to the following emails
 - (a) procsec@cbsl.lk with a copy to,
 - (b) sec@cbsl.lk