



DOCUMENT A
INVITATION FOR BID

Ref: No. 09/04/104/2024/001

30 October 2024

Director/Manager

.....
.....

Dear Sir/Madam,

**PROCUREMENT FOR THE
CLEARING, HAULAGE AND DELIVERY OF CURRENCY CONSIGNMENTS OF
THE CENTRAL BANK OF SRI LANKA - 2025/2026**

Sealed bids are invited for the Clearing, Haulage and Delivery of Currency Consignments of the Central Bank of Sri Lanka (CBSL) for the period of two years commencing from 01.01.2025 to 31.12.2026 from reputed firms who have been engaging in clearing, haulage and delivery of consignments during the last 3 years ended 30th September 2024.

This procurement requires the following services from the selected bidder:

- Clearing, haulage and delivery of currency consignments from Colombo Port, Hambantota Port, Katunayake Airport, Mattala Airport and De La Rue Lanka Currency and Security Print (Pvt) Ltd. at Biyagama to CBSL premises at Colombo 01 and the Centre for Banking Studies (CBS), Rajagiriya.
- Haulage and delivery of currency consignments between CBSL Head Office at Colombo 01, CBS at Rajagiriya and CBSL Regional Office at Anuradhapura.
- Haulage and delivery of currency consignments between CBSL Head Office and Peoples' Bank, Colombo 02.

1. Eligibility Criteria:

- 1.1. The bidder must have at least three (03) years' experience in clearing, haulage and delivery services provided to three distinct clients during the last three years as at 30.09.2024 and the details should be provided as per Annex I-A.

- 1.2. The bidder shall have (own/available) at least six (06) prime movers and trailers in sound operational conditions which should be available for the use of currency consignments at any time on demand by CBSL. Details of the available vehicle fleet, including the prime movers and trailers, should be provided as per the Annex I-B.
- 1.3. The bidder must demonstrate that they have a sound financial status to perform the contract successfully as per Annex I-C.
- 1.4. The bidder must have wharf clerks with a minimum of five years of experience with Custom House Agent (CHA) Certificates and CHA passes. Details of the wharf clerks shall be submitted with the bidding documents as per Annex I-D.

2. Technical and Operational Specifications:

The required minimum technical and operational specifications are in Annex II-A.

3. Price Schedule:

- a) The bidder shall quote prices as per the Annex III – A and Annex III – B - Price Schedule. The price quoted inclusive of all local taxes should be in Sri Lanka Rupees (Rs.) and remains unchanged during the validity period of the bid subject to any change applicable under paragraph 3(b). Value Added Tax (VAT) and all other applicable taxes should be invoiced at the prevailing rates at the time of consignment clearing and/or delivery.
- b) In the event of the changes in the fuel prices that have a significant impact on the performance of the contract, either party may make a request to the other party within 14 days of such price impact for the revision of the originally agreed prices based on the price formula below mentioned.

$$\text{New Rate} = \text{Tender Rate} \times \left[1 + \frac{0.45 (\text{New Fuel Price} - \text{Previous Fuel Price})}{\text{Previous Fuel Price}} \right]$$

To this section, a significant change in fuel prices shall mean an increase or decrease which is more than 10% of the fuel price prevailed at the time of signing the agreement/ subsequent revision made. However, such revisions may be affected only with the mutual agreement of both parties.

- c) Bids should be based on two-tiered tariff as indicated at i) & ii) below:
 - i) Clearance from Port (on consignment basis)

Usually, a consignment consists of a single (1) container or maximum six containers, or a palletted consignment as per invoice. Bids should be forwarded on a consignment basis (per invoice) and not on the basis of the number of containers.

ii) Haulage and Delivery (on container basis)

4. Bid Guarantee:

The bidder should furnish a Bid Guarantee worth of Rs. 100,000/= (One Hundred Thirty Thousand rupees) valid until 31.01.2025 as per Annex IV, by a Bank Draft or in the form of Bank Guarantee 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.

5. Performance Guarantee:

a) Within (14) calendar days from the date of the letter of award of the contract by CBSL, the successful bidder shall furnish a Performance Guarantee substantially in the form of Annex V in a sum of Rs. 750,000/= (Seven Hundred Fifty Thousand rupees) for the due performance of the contract which should be valid until 31st January 2027. 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 CBSL.

b) If the selected bidder fails to enter into a contract agreement as per section 07 below or fails to furnish the required performance guarantee within fourteen (14) calendar days from the date of the letter of award it shall be deemed to be disinterested in accepting the award and the bid guarantee shall be forfeited.

6. Site Inspection:

Prime movers and trailers will be inspected CBSL prior to the award of the bid. Additionally, any proof document to verify the ownership or availability of the vehicles for the bidder's business operations must be provided at the time of the inspection.

7. Signing of Contract Agreement:

The successful bidder shall enter into a contract agreement for the period of two years commencing from 01.01.2025 to 31.12.2026 subject to the conditions stipulated in the section 11 below as per Annex VI within 14 calendar days from the date of letter of award.

8. Payment Method:

All payments will be subject to existing taxes as applicable for the time being. The conditions of the payments are as follows.

- i) Following receipt of the invoice from the service provider in consideration of the provision of service, the contract price (consignment basis) shall be paid by CBSL.
- ii) CBSL reserves the right to claim up to 10% of the relevant invoice for any delays in providing containers and supplying any unfit containers for the consignments as determined by the Superintendent of Currency.
- iii) CBSL reserves the right to claim any penalty or surcharge imposed by the Sri Lanka Ports Authority or haulage agency, if such penalty or surcharge has been caused by any act of omission or commission of the clearing agent.
- iv) The successful bidder shall submit a copy of the VAT Registration Certificate (if any).

9. Sub-Contracting:

The selected bidder shall not assign the contract, or any part thereof, to a third party during the period of bid.

10. Service Terms and Other Conditions

- a) The selected bidder is required to act as the clearing agent of the Currency Department of CBSL and must attend to the necessary documentation and other matters required for the clearance of cargo at the offices of the Shipping Agents, Sri Lanka Ports Authority, Department of Import & Export Control, Sri Lanka Customs and other institutions as may be found necessary expeditiously.
- b) The bidder shall enclose a copy of the registration with the Sri Lanka Ports Authority, and other relevant institutions as a clearing agent for the year 2025/2026.
- c) The selected bidder is required to provide containers, trailers and prime movers to transport the consignments. Any deviation from this will only be permitted by the Superintendent of Currency.
- d) The following factors should be considered for the preparation of bidding documents:
 - i) The unloading of the consignments at CBSL premises will be carried out by CBSL staff.
 - ii) Containers carrying consignments of coins are subject to customs examination at CBSL premises at Colombo 01 and CBS at Rajagiriya.

- iii)** Expeditious clearance for currency consignments may be offered by relevant authorities such as Sri Lanka Customs, Sri Lanka Ports Authority, Airport & Aviation Services (Sri Lanka) Limited, Ceylon Shipping Corporation and Department of Import & Export Control.
- iv)** The coin consignments are generally shipped in marine vessels. However, the coin consignments in lower quantity or in special circumstances may be shipped by air.
- v)** At the usual business, the consignments will be handled as Full Container Load (FCL), and quotation should be made on such basis without referring to break bulk cargo.
- vi)** Arrangements to pay the applicable charges should be made for the relevant institutions (Sri Lanka Customs, Sri Lanka Ports Authority, Airport Cargo Terminal etc.) within one week of clearing cargo. Hence, no advance payment in this regard is necessary for obtaining relevant delivery order/s, and there will be no ensuing delays at that point/s.
- vii)** Currency clearing consignments from the ports and cargo terminals are subject to the payments of VAT and other statutory charges imposed by the Government and other relevant institutions. The Superintendent of Currency should be informed of the amount to be paid in this regard at least 48 hours before the date of clearing to enable him/her to make such payments.
- e)** Arrangements are made to provide very high security cover for the transportation of the consignments with armed police or security service personnel of CBSL.
- f)** The following information should be forwarded to the Superintendent of Currency at least 3 days prior to the scheduled date of the consignment for obtaining necessary approvals from Board of Investment (BOI), Sri Lanka Customs and other relevant authorities.

 - i.** Registered vehicle numbers of prime movers and trailers deployed for haulage of consignments.
 - ii.** Names & National Identity Card (NIC) numbers of the drivers and helpers/cleaners.

- g) An accredited agent of the selected bidder should at all times be present during clearing haulage and delivery operations. Names & NIC numbers of such agents who deal with the Currency Department should be forwarded to the Superintendent of Currency, Currency Department, Central Bank of Sri Lanka at the time of port clearance.
- h) The container/s is/are delivered to the loading point for the relevant consignment **before 0830 hrs. or any time as determined by the Superintendent of Currency, of the date fixed for clearing.**
- i) Once the containers are brought to the Central Bank premises, the agent should facilitate the unloading and lodging process of currency consignments without any delay and ensure that work is concluded **within the normal office hours or time specified by the Superintendent of Currency.**
- j) Before the award of the contract, the selected bidder is required to obtain security clearance from relevant authorities, i.e. Ministry of Defense, Police Department, Sri Lanka Ports Authority, Hambantota Port, Katunayake Airport, Mattala Airport and other services, (if any) and to obtain permits to enter into high security zone due to delivery operations are being taken place in such area.
- k) The selected bidder should also have standby arrangements to provide their service to CBSL without interruption in the event of any emergency.

11. Termination:

CBSL has the right to terminate the service of the service provider at any time if whose performance is found to be unsatisfactory or in violation of the agreement upon ninety (90) calendar days of notice to the service provider.

12. Document Requirements:

The following information shall be furnished along with the bid:

- i. Duly completed Form of Bid (Document B)
- ii. Experience Report (Annex I-A)
- iii. Reference letters from clients (Ref; Section 1.1)
- iv. The details of the vehicle fleet (Annex I-B)
- v. Report on financial soundness (Annex I-C)
- vi. Audited Financial Statements for the last 3 years (Ref; Section 1.3 & Annex I-C)
- vii. Details of the Wharf Clerks (Annex I-D)

- viii. Certificates of experience of the wharf clerks (Ref; Section 1.4)
- ix. Customs House Agent Registration Certificates (Ref; Section 1.4)
- x. Price Schedule (Annex III- A & Annex III- B)
- xi. Duly completed Bid Guarantee (Annex IV)
- xii. Registration certificate with Sri Lanka Ports Authority, Airport Cargo Terminal, Sri Lanka Custom, and other relevant institutions as a clearing agent for 2025/2026 (as applicable) (Ref; Section 10-b)
- xiii. Duly filled Checklist for submission of documents-Annex VII

13. Selection Method:

- i. The evaluation will not be based on the cost and will focus on the capacity of the service to be provided.
- ii. CBSL reserves the right to accept 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.

14. Submission of Bids and Bids Opening:

- a) Interested parties may obtain a hard copy of the bid documents by visiting the mail room of the Central Bank of Sri Lanka, No 30, Janadhipathi Mawatha, Colombo during business hours. Alternatively, bid documents can be requested via below emails:

procsec@cbsl.lk

sec@cbsl.lk

A copy of the bid documents will be provided free of charge.

- b) Duly perfected bid documents addressed to the Secretary, Central Bank of Sri Lanka, No 30, Janadhipathi Mawatha, Colombo should be deposited in the Tender Box located in the mail room at Ground Floor of the same building, not later than 1430 hrs on 20/11/2024.
- c) Bids will be opened immediately after closing the bids on 20/11/2024 at the Ground Floor of the Head Office Building, CBSL, No.30, Janadhipathi Mawatha, Colombo 01. Bidders or their authorized representatives may be present when the bids are opened subject to prevailing security clearance and health measures.

15. Contact Details:

For further details you may contact:

Deputy Superintendent of Currency - Tel. 2477518

Senior Assistant Superintendent of Currency - Tel. 2477359

Senior Assistant Secretary of Secretariat Department - Tel. 2477312

Sgd./ Mr. J M Ameer

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
CLEARING, HAULAGE AND DELIVERY OF CURRENCY CONSIGNMENTS OF
THE CENTRAL BANK OF SRI LANKA - 2025/2026**

Having examined the Invitation to Bid and all other requirements indicated in the bid documents,

I/We.....
.....of

..... hereby offer to undertake the Clearing, Haulage and Delivery of Currency Consignments of the Central Bank of Sri Lanka - 2025/2026 in accordance with the conditions and specifications indicated in the bid documents, at the rates quoted in the Price schedule (Annex III).

If my/our Bid is accepted I/we agree to furnish a Performance Guarantee in accordance with the bid documents in a sum of Rs.750,000/= 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 until 31.01.2027. 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-Four.

Duly authorized to sign the bid for and on behalf of

.....
.....
(Company name and address).

Name:

Designation:

Signature:

Official Seal:

Annex I

**PROCUREMENT FOR
THE CLEARING, HAULAGE AND DELIVERY OF CURRENCY CONSIGNMENTS OF
THE CENTRAL BANK OF SRI LANKA 2025/2026**

ANNEX I -A – EXPERIENCE REPORT

- The bidder must have three (03) years’ experience in clearing, haulage and providing transport services during last three years as at 30.09.2024.

Name of the Client Company	Nature of Service	Service Period		Company Contact Person		
		From	To	Name	Designation	Tel. No.

ANNEX I -B – THE REPORT OF VEHICLE FLEET

Prime Movers	Trailers

ANNEX I-C– THE REPORT OF FINANCIAL SOUNDNESS

Requirement	YES/NO
The bidder must have positive net worth for at least 2 years out of the 3 years ending 31.03.2024 or 31.12.2023.	

Bidder’s Legal Name: _____

Date: _____

Financial Data for the Previous 3 Years [LKR]			
	Year 1	Year 2	Year 3
Information from Balance Sheet			
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Information from Income Statement			
Total Revenues			
Gross Profit			
Operating Profit			
Profits Before Taxes			
Profits After Taxes			
The bidder must submit the Audited Financial Statements for the last 3 years.			

ANNEX I-D– THE DETAILS OF WHARF CLERKS

Name of the Employee	Employee No.	NIC No	Service Period		Total years of experience	CHA No:
			From	To		
The bidder must submit the experience certificates of their wharf clerks.						

**ANNEX II-A
TECHNICAL & OPERATIONAL SPECIFICATIONS**

- a) The length of the container should be 20 ft and the height of container + trailer should not exceed 13 ft. without cargo.
- b) The trailers and prime movers used for the conveyance of containers to CBSL should be in sound mechanical condition including signal and brake lamps, brakes, tyres, sufficient amount of fuel, etc., in required capacity and also easily maneuverable in the rear courtyard of the Head Office of CBSL, Centre for Banking Studies (CBS) premises at Rajagiriya, Contingency Vault at Peoples' Bank Head Office-Colombo 02 and CBSL Regional Office in Anuradhapura.
- c) The vehicles which are intended to use for the delivery of consignment shall be fully insured by the suppliers.
- d) The selected bidder must ensure that the containers intended for transporting currency notes and coins are in good interior condition, free from dust, insects, chemicals, damage, or any unpleasant odours.
- e) The selected bidder must agree to provide a backup vehicle to the location within a period of one hour in the event of a vehicle breakdown or accident during currency consignment operation.
- f) The selected bidder must ensure that all vehicles should be able to reach to the maximum speed limits required for the operation.
- g) The selected bidder must agree to provide prime movers equipped with beacon lights and horns to warn the public as and when requested by the Security Officers of CBSL.
- h) A qualified and experienced driver and a helper/cleaner should be available for each container of delivery of currency consignments.
- i) The selected bidder is required to complete and submit the Vehicle Fitness Inspection Report for each vehicle to be used for the consignment, as detailed in **Annex II-B**, before the fixed date of the consignment. The vehicles to be assigned for the consignments are subject to prior inspection by the Security Services Department of CBSL. If deemed unfit, CBSL reserves the right to reject any prime mover and trailer for transporting currency for the particular consignment.

ANNEX II-B VEHICLE FITNESS INSPECTION REPORT

Date & Time:	Transport Site/Place:
General Details	
Container number	
Prime mover number	
Trailer number	
Driver name	
Driver licence number	
Helper name	
Helper ID number	
Harbour or airport permit for vehicle (if necessary)	
Harbour or airport permit for driver (if necessary)	
Harbour or airport permit for helper (if necessary)	

Vehicle Condition & Fitness report	Checked	Remarks
Fitness certificate		
Fitness certificate valid period		
Revenue Licence		
Insurance certificate		
Check all fluids (Water, radiator break, transmission, Hydraulic)		
Fuel level		
Condition of Glass, wipers/ washers, mirrors (internal and external).		
Direction light		
Head light		
Reverse light		
Horn and reversing alarms		
Mirrors		
Main battery		
Dashboard warning indication		
Brake system		
Hand break		
hydraulic jack & wheel brush availability		
Vehicle number plates (Both vehicle & trailer)		
Tyre- Tyres and rims, pressure and condition, wheel nut		
Tyre- Cracks & cuts		
Spare wheel		
Spare wheel – Pressure		
Check under and the surrounds of the vehicle for leaks from engine, transmission, radiator, brakes/ clutch fluid, battery and fuel.		
Reasonable cleanliness both internally and externally.		
Overall Remarks-		

Service Provider's declaration
I have inspected the vehicle as required and to the best of my knowledge the vehicle is suitably equipped and in safe condition.
Name & Signature

Annex III - A
PRICE SCHEDULE (PRICES IN SRI LANKA RUPEES)

(For the Clearing, Haulage and Delivery of Currency Consignments - 2025/2026)

A) Delivery to : The Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01

	Place of Clearing	Price (Rs.)	VAT (Rs.)	Other taxes (Rs.)	Total Price (Rs.)
1.	Clearing of currency consignments (per consignment)				
	i. From Colombo Port				
	ii. From Hambantota Port				
	iii. From Katunayake Airport				
	iv. From Mattala Airport				
	v. From De La Rue Lanka Currency and Security Print (Pvt) Ltd. at Biyagama				
2.	Haulage (per 20' container basis)				
	i. From Colombo Port				
	ii. From Hambantota Port				
	iii. From Katunayake Airport				
	iv. From Mattala Airport				
	v. From De La Rue Lanka Currency and Security Print (Pvt) Ltd. at Biyagama				
	vi. From Centre for Banking Studies at Rajagiriya				
	vii. From Contingency Vault at Peoples' Bank Head Office- Sir Chittampalam A. Gardiner Mawatha, Colombo 02				
3.	Export Rates				
	i. Clearing (per consignment basis)				
	ii. Haulage (per 20' container basis)				
4.	Detention after 8 th hour				

Please indicate VAT Reg. No.

.....
Signature of Bidder

.....
Name of Bidder

Date:

.....
Company Seal

Annex III - B
PRICE SCHEDULE (PRICES IN SRI LANKA RUPEES)

(For Haulage & Delivery of Currency Consignments - 2025/2026)

B) Delivery to: CBSL Regional Office – Anuradhapura

	Place of Clearing	Price (Rs.)	VAT (Rs.)	Other taxes (Rs.)	Total Price (Rs.)
1.	Haulage of Currency Consignment to CBSL Regional Office at Anuradhapura (per 20' container basis)				
	i. From CBSL Head Office, Colombo 01				
	ii. From Centre for Banking Studies, Rajagiriya				
2	Detention after 24 th hour				

Please indicate VAT Reg. No.

.....
Signature of Bidder

.....
Name of Bidder

Date:

.....
Company Seal

Note:

The successful bidder shall provide a copy of the VAT registration certificate (if any).

BID GUARANTEE

**PROCUREMENT FOR THE CLEARING, HAULAGE AND DELIVERY OF CURRENCY
CONSIGNMENTS OF THE CENTRAL BANK OF SRI LANKA - 2025/2026**

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

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

AND WHEREAS in terms of the invitation to the 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 the Bids; or
- b. failing to execute an Agreement as stipulated in the Conditions of the Bid, and/or to furnish security for the due performance of the contract as required under the Conditions of the Bid in the event the Bid 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 31.01.2025.

Seal of the Guarantor
and authorized signature
Date:-

PERFORMANCE GUARANTEE

**PROCUREMENT FOR THE CLEARING, HAULAGE AND DELIVERY OF CURRENCY
CONSIGNMENTS OF THE CENTRAL BANK OF SRI LANKA - 2025/2026**

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 called “the Service Provider”) has been awarded a contract for <Name of Bid> 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 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 to the said Central Bank of Sri Lanka be furnished as a security for the due performance in accordance with the conditions of Bid.

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 of Sri Lanka 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 full effect till 31.01.2027.

Authorized Signature and seal of the Guarantor:

Date:

AGREEMENT

**BID FOR CLEARING, HAULAGE AND DELIVERY OF CURRENCY CONSIGNMENTS OF
THE CENTRAL BANK OF SRI LANKA - 2025/2026**

THIS AGREEMENT is made on this day of **January Two Thousand Twenty** <Agreement Date> between **the Central Bank of Sri Lanka** having its principal place of office at No.30, Janadhipathi Mawatha, Colombo 01 (hereinafter referred to as “the Purchaser”) which term shall where the context so requires mean and include the said Central Bank of Sri Lanka its successors and assigns of the One Part and<**Selected Bidder Name**> registered number<**Company Registration No.**>, having its registered office at <**Selected Bidder’s Address**> (hereinafter referred to as “the Service Provider”) which term shall where the context so requires mean and include the said<**Selected Bidder Name**> , their heirs, executors and administrators of the other part.

WHEREAS the Purchaser is desirous of obtaining service for clearing, haulage and delivery of currency consignments through bid procedure and has accepted the Bid by the service provider for clearing, haulage and delivery of currency consignments per consignment/container rate basis in the quotation dated<**Quotation Date**> (hereinafter referred to as “the Contract Price”) for a two year period commencing from 01.01.2025 unless otherwise earlier terminated pursuant to the provisions of the Agreement.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement and are hereinafter referred to as the “Contract Documents”, viz.
 - a) Bid document dated <**Bid Document Date**> issued by the Purchaser.
 - b) Bid Provided by the Service Provider in response to the invitation to bid dated <**Bid Date**>
 - c) Letter of Award dated<**Date of Letter of Award**> signed by the Secretary of the Central Bank of Sri Lanka on behalf of the Purchaser.
 - d) Email of Acceptance by the Service Provider dated<**Acceptance Date by the Selected Bidder**>.
 - e) Performance Bond provided by the Service Provider dated<**Performance Bond Date**>.

2. In consideration of the payment of the Contract Price in the manner hereinafter stated, the service provider hereby covenants with the Purchaser to provide the services in conformity in all respects with the provisions of the Agreement.
3. The Purchaser hereby covenants to pay the service provider in consideration of the provision of service, the contract price (consignment basis) upon the submission of invoice by the service provider.
4. The parties hereby agreed in the event of the changes in the fuel prices that make a significant impact on the performance of the contract, either party may make a request to the other party within 14 days of such price impact for the revision of the originally agreed prices based on the price formula mentioned below in the Section 3 (b) of Bid document dated <**Bid Document Date**> issued by the Purchaser.

$$\text{New Rate} = \text{Tender Rate} \times \left[1 + \frac{0.45 (\text{New Fuel Price} - \text{Previous Fuel Price})}{\text{Previous Fuel Price}} \right]$$

For the purpose of this section, a significant change in fuel prices shall mean an increase or decrease which is more than 10% of the fuel price prevailed at the time of signing the agreement /subsequent revision made. However, such revisions may be affected only with the mutual agreement of both parties.

5. The purchaser hereby reserves the right to claim up to 10% of the relevant invoice for any delays in providing containers as required and supplying any unfit containers for the consignments as determined by the Superintendent of Currency, Central Bank of Sri Lanka.
6. The Purchaser has the right to terminate the service of the service provider at any time if the service provider's performance is found to be unsatisfactory or if there is a violation of Contract Documents upon ninety (90) calendar days of notice to the service provider.
8. Any notice required to be given under this Agreement to any of the parties shall be delivered in person, sent by registered post or sent by email addressed to:

The Purchaser : The Secretary
Secretariat Department, Level 11
The Central Bank of Sri Lanka
No.30, Janadhipathi Mawatha, Colombo 01
Email : sec@cbsl.lk
Attention : Mr. J M Ameer

The Supplier :
.....
.....
.....
Email :
Attention :

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

Any such notice shall take effect, if delivered in person, at the time of delivery, if sent by email successfully delivering the email and received the read receipt, if sent by post, three days in the case of registered post and provided that such notice shall forthwith be confirmed by post.

- 9. The service provider hereby agrees to maintain strict confidentiality of information of all operational activities (including vehicles, drivers, employees, helpers etc.) relating to this contract.
- 10. This Agreement shall be governed by and construed in all respect in accordance with the laws of Sri Lanka and the parties submit to the exclusive jurisdiction of the Court of Sri Lanka.

IN WITNESS WHEREOF MR. J M AMEER, SECRETARY OF THE CENTRAL BANK OF SRI LANKA, the duly authorized signatory of the Central Bank of Sri Lanka and**(Authorized Officer of the Bidder and his designation)** have set their hands hereto and to another of the same tenor and date as these presents at the place and on the date aforewritten.

Signature of **Mr. J M Ameer** (.....<NIC No:>)
The Secretary of the Central Bank of Sri Lanka as the)
authorized officer on behalf of the Central Bank of Sri Lanka)

Witnesses:

- 1. Signature :
Name :
NIC Number :
- 2. Signature :
Name :
NIC Number :

Signature of **<Authorized Officer of the Bidder & NIC>**
<Selected Bidder's Name>

Witnesses:

- 1. Signature :
Name :
NIC Number :
- 2. Signature :
Name :
NIC Number :

Bid Submission Checklist

Please ensure that the following documents are included in your submission:

No.	Document Description	Checked (✓)
i	Duly completed Form of Bid (Document B)	
ii	Experience Report	
iii	Reference letters from clients	
iv	Details of the vehicle fleet	
v	Report of financial soundness	
vi	Audited Financial Statements for the last 3 years	
vii	Details of the Wharf Clerks	
viii	Certificates of experience of the Wharf Clerks	
ix	Customs House Agent Registration Certificates	
x	Price Schedule	
xi	Duly completed Bid Guarantee	
xii	Registration certificate with Sri Lanka Ports Authority, Airport Cargo Terminal, Sri Lanka Customs, and other relevant institutions as a clearing agent for 2025/2026 (as applicable)	

Note: All documents should be completed and submitted as per the instructions provided in the bid document. Incomplete submissions may lead to disqualification.