



National Savings Bank

Invitation for Bids

**Obtaining 24 Caretakers on Outsource Basis for the year 2025 – 2027 to the National Savings Bank**  
**Tender No: NSB/PT/2025/03**

1. The Chairman of Corporate Procurement Committee (Minor) on behalf of National Savings Bank now invites sealed bids from eligible and qualified bidders to provide Manpower Services on Outsourced basis for Bank Bungalows.

Description of Procurement	Obtaining 24 Caretakers on Outsource Basis for the year 2025 – 2027 to the National Savings Bank
Method of Procurement	National Competitive Bidding (NCB)
Applicable Non-refundable Tender Fee	LKR 10,000/-
Value of Bid Security to be submitted	LKR 432,000/-
Last Date & Time of Issuing Bid Documents	09/04/2025 at 3.00 p.m.
Last Date & Time of Closing of Bid	10/04/2025 at 10.00 a.m.

Bidders shall submit their bids covering all locations related to Bank Bungalows mentioned in the Bidding Document.

Basic eligibility criteria of the bidders should be:

- i) Registered in Sri Lanka under the Business Registration or incorporated under the Companies Ordinance to provide manpower service on outsource basis.
- ii) Registration of Department of Labour regarding the provide manpower services
- iii) Over five years' experience in providing manpower services and two years out of five years involving similar type of the business to provide outsourcing to the recognized clients / firms.
- iv) Financial Stability (Minimum annual turnover 5 million, cash flow available for payment of two months' salary for Caretakers to be provided by the bidder)
- v) Minimum work force should be 200 Personnel
- vi) Take Home Salary should be Rs. 50,000/-

In addition to the above basic eligibility criteria, the Bidder should further satisfy the criteria mentioned in the Bidding Document as well.

2. It is mandatory for any person, who acts as an agent or sub agent, representative or nominee for and or on behalf of any tenderer, shall register himself and such public contract as per the Public Contract Act, No. 03 of 1987, before applying for the tender.

3. The Intended Service Period is from 01/05/2025 to 30/04/2027.
4. Interested eligible Bidders may obtain further information from Chief Manager – Supplies, National Savings Bank and inspect the Bidding Documents at the address given below; from 8.30 a.m. to 3.00 p.m. on working days during the period from **20/03/2025** to **09/04/2025**.
5. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the address given below and upon payment of a non-refundable fee until one day before the deadline for submission of bids as given in above.
6. All bids must be accompanied by a Bid-Security acceptable to National Savings Bank for the value indicated above and issued by a commercial bank and valid for a minimum of 119 calendar days from the date of opening of Bid.
7. Bids with duplicate shall be deposited in the tender box available at **Supplies Division, National Savings Bank, 255, Galle Road, Colombo 03** on or before **10.00 a.m.** on **10/04/2025**. Bids will be opened immediately after closing of the Bids. Bidder or his authorized representative will be permitted to be present at the time of opening of bids.
8. National Savings Bank reserves the right to accept or reject any or all Bids and the right of accepting any portion of a bid received without assigning any reason.

---

Chairman  
Corporate Procurement Committee (Minor)  
National Savings Bank  
No 255, Galle Road Colombo 03  
20/03/2025

Telephone : 0112372690  
Fax : 0112372987  
Email : [secasst.supplies@nsb.lk](mailto:secasst.supplies@nsb.lk)