



Sabaragamuwa University of Sri Lanka

Bidding Document

**Providing Private Security Services for the year
2025/2026**

Contract No: SU/GA/03/2025-02

**Employer:
The Vice-Chancellor
Sabaragamuwa University of Sri Lanka
P.O. Box 02
Belihuloya**

Issued to:

Tender No:

Tender Fee Receipt No & Date:

Signature of Issuing Officer:

Telephone Number for Clarifications: 045-2280027

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INVITATION FOR BIDS



SABARAGAMUWA UNIVERSITY OF SRI LANKA

INVITATION FOR BIDS (IFB)

PROVIDING PRIVATE SECURITY SERVICE FOR THE YEAR 2025/2026

Contract No: SU/GA/03/2025-02

The Chairman of the Department Procurement Committee of the University invites sealed bids from eligible and qualified bidders to provide Private Security Services for the year 2025/2026 at Sabaragamuwa University of Sri Lanka. Bidders satisfying the following conditions may apply.

1. Bidding will be conducted through National Competitive Bidding (NCB).
2. The contract period shall be for one (01) year from 01.12.2025 to 30.11.2026 (Inclusive).
3. Bidders with a valid license from the **Ministry of Defense** are eligible to bid to provide private security services for Sabaragamuwa University of Sri Lanka for the 2025/2026 period.
4. Bidders should submit a certificate of registration as a firm or individual entity for providing private security services.
5. Eligible bidders must not be blacklisted by any university or other public institution.
6. The bidder should have a satisfactory record of providing private security services under contract to the public sector or any other public corporation for a period of not less than one year.
7. Bidder should have at least a workers fleet of not less than 100 (One hundred) workers under one site.
8. The bidder should submit documents related to EPF and ETF payments for the last three years (from January 2022 to December 2024).
9. Bidding documents can be obtained from the Senior Assistant Registrar, General Administration, between 9:00 a.m. and 3:00 p.m. on working days, from **21.10.2025 to 12.11.2025**, upon payment of a non-refundable fee of Rs. 25,000.00 (Twenty-Five Thousand Rupees only) to the Shroff of the Sabaragamuwa University of Sri Lanka. (Softcopy shall be uploaded to the website of the University for reference purposes).
10. The bidder shall furnish an unconditional bank guarantee obtained from a commercial bank registered with the Central Bank of Sri Lanka, or submit a receipt of a cash deposit of Rs. 1,500,000.00 (One Million Five Hundred Thousand Rupees only) made to the Shroff of the University in favour of the Vice-Chancellor, Sabaragamuwa

University of Sri Lanka, as the bid guarantee along with the sealed bid. The bid guarantee must be valid until 20.02.2026.

11. Sealed envelopes containing the completed bids and their duplicates should be marked **“Providing Private Security Service for the Year 2025/2026”** at the top left corner and sent by registered post to reach **“The Chairman, Procurement Committee, General Administration Branch, Sabaragamuwa University of Sri Lanka, P.O. Box 02, Belihuloya”** on or before 2.15 p.m. on **12.11.2025**, or may be deposited in the Tender Box located at the General Administration Branch of the University. Bids will be opened on or before 2.45 p.m. on **12.11.2025** at the Office of the Registrar, Sabaragamuwa University of Sri Lanka, Belihuloya. Bidders or their authorized representatives may be present at the bid opening.
12. Bids submitted after the deadline will be rejected.
13. The pre-bid meeting will be held at 2:00 p.m. on **28.10.2025** in the Board Room of the Office of the Vice-Chancellor, Sabaragamuwa University of Sri Lanka, Belihuloya.
14. Further information in this regard can be obtained from the Senior Assistant Registrar, General Administration of the University, during working hours (Tel: 045-2280027 / 045-2280009).
15. The decision of the University Procurement Committee is final, and canvassing with university officials is strictly prohibited.

**Chairman
Procurement Committee
Sabaragamuwa University of Sri Lanka
Belihuloya**

19.10.2025

SECTION - I

INSTRUCTIONS TO BIDDERS

Section – I: Instructions to Bidders

A. General

- 1. Scope of Bid**
 - 1.1 The employer, as defined in the section II - bidding data, invites bids for the Services, as described in the Section VI - employer's requirements. The name and identification number of the contract is provided in the Section II - bidding data.
 - 1.2 The successful bidder will be expected to complete the performance of the services by the Intended completion date provided in the section II - bidding data.
- 2. Qualification and Experience of the Bidder**
 - 2.1 All bidders shall submit duly filled and signed form of bid, qualification information, letter of acceptance and form of contract given in the Section III.
 - 2.2 As stated in the Section II - bidding data, all bidders shall include the following information and documents with their bids.
 - a. List of services performed in the last five years;

At least three (03) occasions of experience in deploying not less than 100 Security personnel to a one place/ one organization at a given time, and details of such services along with the annual contract sum and names and address of clients who may be contacted for further information.
 - b. List of security material/ equipment proposed to be used to carry out the contract;
 - i. Full uniform with all the relevant items;
 - ii. Rain coats;
 - iii. Boots;
 - iv. Flashlight/ Torch;
 - v. Notepad and pen;
 - vi. Two way radio (Walki-talky) (minimum of 15 walki-talkies essential) and any other communication equipment (when required);
 - vii. Metal detectors (when required).
 - c. Basic requirements of key staff proposed for the contract.
 - i. Age should not be less than 18 years and not more than 65 years;
 - ii. Minimum height should be 5'4";
 - iii. All security guards should be in good mental and physical health;
 - iv. Should have passed grade 8 examination with acceptable literacy skills.
 - d. The bidders should comply with the statutory requirements including EPF and ETF payment given in the wages board ordinance and evidence should be submitted.
 - e. The bidder should obtain insurance to cover the personal injuries and accidents that can potentially happen to security personnel deployed at the Sabaragamuwa University of Sri Lanka during the period of employment.

f. Other information requested in Section II - bidding data.

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| 3. Cost of Bidding | 3.1 | The Bidder shall bear all costs associated with the preparation and submission of his Bid, including visits to the Sites of required Services, and the Employer will in no case be responsible or liable for those costs. |
| 4. Site Visit | 4.1 | The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering in to a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense. |

B. Bidding Documents

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| 5. Content of Bidding Documents | 5.1 | The set of bidding documents comprises the documents listed below:
Invitation for Bid
Section - I. Instructions to Bidders
Section - II Bidding Data
Section - III Form of Bid, Qualification Information, Letter of Acceptance and Form of Contract
Section - IV Conditions of Contract
Section - V Contract Data
Section - VI Employer's Requirements
Section - VII Activity Schedule
Section - VIII Forms of Securities
Section IX Organizing the Bid Document
Annexure 01 Uniforms for Employees of the Security Service
Annexure 02 Other Requirements |
| 6. Clarification of Bidding Documents | 6.1 | A prospective bidder requiring any clarification on the bidding documents may notify the employer in writing at the employer's address indicated in the Section II - bidding data. |

C. Preparation of Bids

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| 7. Language of Bid | 7.1 | The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English Language. |
| 8. Documents Comprising the Bid | 8.1 | The bidder shall submit the bid in two separately sealed envelopes, marked as ORIGINAL and COPY. |
| | 8.2 | The two covers shall then be enclosed and sealed in an outer envelope and shall:

(a) be addressed to the employer at the address provided in the Section II - Bidding Data.

(b) bear the name and identification number of the contract as defined in Section II - bidding data, on the top left hand corner of the envelope. |
| 9. Bid Prices | 9.1 | The Contract shall be for the Services, as described in the Section VI - Employer's Requirements, based on the priced Activity Schedule submitted by the Bidder. |

- 9.2 The Bidder shall submit the daily attendance of the Services per month, described in the Section VI - Employer's Requirements, and listed in the Section VII - Activity Schedule. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
- 9.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder. However, VAT shall be included separately.
- 10. Currency of Bid and Payment**
- 10.1 All prices quoted by the bidder, as well as all payments, shall be in Sri Lankan Rupees.
- 11. Bid Validity**
- 11.1 Bids shall remain valid for the period specified in the bidding data.
- 11.2 In exceptional circumstances, prior to expiry of the original bid validity period, the employer may request the bidders to extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A bidder may refuse the request without forfeiting the bid security. A bidder agreeing to the request will not be required or permitted to otherwise modify the bid, but will be required to extend the validity of bid security for the period of the extension, and in compliance with Clause 12 in all respects.
- 12. Bid Security**
- 12.1 If indicated in the Bidding Data, the Bidder shall furnish, as part of the Bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data.
- 12.2 If a Bid Security is requested under sub-clause 12.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.
- 12.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 12.1.
- 12.4 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.
- 12.5 The bid security may be forfeited:
- a. if the bidder withdraws the bid after bid opening during the period of bid validity;
 - b. if the bidder does not accept the correction of the bid price, pursuant to clause 22; or
 - c. if the successful bidder, fails to:
 - i. sign the contract; or
 - ii. furnish the required performance security.
- 13. Format and Signing of Bid**
- 13.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.

13.2 The original of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

13.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

14. Sealing and Marking of Bids

14.1 The outer envelope prepared in accordance with sub-clause 8 shall;

- a. be addressed to the employer at the address provided in the bidding data;
- b. bear the name and identification number on the top left hand corner of the envelop of the contract as defined in the bidding data

14.2 The envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened if required.

14.3 If the envelope is not sealed and marked as above, the employer will not be responsible for the misplacement or premature opening of the bid.

15. Deadline for Submission of Bids

15.1 Bids shall be delivered to the Employer at the address specified in Clause 2.6 of Section II: Bidding Data, no later than the date and time specified in Section II: Bidding Data.

15.2 Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.

A pre-bid meeting will be scheduled in order to clarify any concerns.

16. Late Bids

16.1 Any bids received after the deadline prescribed in Clause 15 will be returned unopened to the bidder.

E. Bid Opening and Evaluation

17. Bid Opening

17.1 The employer will open the envelope marked, **ORIGINAL**, in the presence of bidders' or his designated representatives authorized (in writing) by the original bidder to attend at the time, date, and location stipulated in the bidding data. The bidder, his/her representative who is present shall confirm their attendance by signing the attendance sheet.

17.2 The bidders' name, the presence (or absence) of bid security, the presence (or absence) of the non-refundable tender fee and any such other details or discounts/ concessions as the employer may consider appropriate, will be announced by the employer at the opening.

18. Clarification of Bids

18.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, request any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may

require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 22.

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| 19. Examination of Bids and Determination of Responsiveness | <p>19.1 Prior to the detailed evaluation of bids, using the information provided in ORIGINAL, the Employer will determine whether each Bid (a) is accompanied by the required securities; and (b) is substantially responsive to the requirements of the bidding documents.</p> <p>19.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer's Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.</p> <p>19.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.</p> |
| 20. Evaluation of Qualification and Experience | <p>20.1 The employer will evaluate and compare only the bids determined to be qualified as substantially responsive in accordance with clause 19.1 and experience in Clause 2.</p> <p>20.2 Before evaluating the ORIGINAL Bid, the Employer will determine whether the Bid is signed properly. If the Bid is not signed properly it will be rejected at this stage.</p> <p>20.3 The Employer evaluates the ORIGINAL Bid on the basis of their responsiveness to the Employer's Requirements, applying the evaluation criteria.</p> <p>20.4 During the evaluation of the ORIGINAL Bid, the Employer will determine whether the Bidders are qualified and whether the service is substantially responsive to the requirements set forth in the Bidding Document. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Bidding Document, taking into account the factors out lined in the Bidding Data.</p> |
| 21. Evaluation of Financial Qualifications | <p>21.1 Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows:</p> <ul style="list-style-type: none">a) excluding Provisional Sums and the provision, if any;b) correcting the arithmetical errors in-pursuant to Clause 22;c) making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers; andd) applying any discounts offered by the Bidder. |

21.2 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding document shall not be taken into account in Bid evaluation.

22. Correction of Errors

22.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis:

- a. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected;
- b. if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
- c. Bids determined to be substantially responsive will be checked by the employer for any arithmetic errors. Arithmetical errors will be rectified by the employer as per section 7.7.2 of the procurement guideline.

22.2 The amount stated in the Form of Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause 12.5.

F. Award of Contract

23. Award Criteria

23.1 Subject to Clause 25, the employer will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has offered the lowest evaluated bid prices using the selection criteria given in bidding data.

24. Employer's Right to Accept any Bid and to Reject any or all Bids

24.1 The employer reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the employer's action.

25. Notification of Award and Signing of Agreement

25.1 The bidder whose bid has been accepted will be notified in writing, of the award by the employer prior to expiration of the bid validity period. This letter (hereinafter and in the conditions of contract called the "Letter of Acceptance") will state the sum that the employer will pay the service provider in consideration of the services provided by the service provider as prescribed by the section IV - conditions of contract (hereinafter specified as conditions of "contract price").

25.2 The notification of award confirms the successful bidder to provide the said service.

25.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder.

26. Performance Security

26.1 As requested in the bidding data, within 14 days after receipt of the Letter of Acceptance, the successful bidder shall deliver to the

employer a performance bond in the amount and in the form (Bank guarantee and/or Performance Bond) stipulated in the section V - contract data, denominated in the type and proportions of currencies in the letter of Acceptance and in accordance with the general conditions of contract (refer section V - contract data).

SECTION - II

BIDDING DATA

Section – II: Bidding Data

ITB Clause Reference	Amendments or Supplements to, Sections in the Instructions to Bidders
2.1	The Employer is the Vice-Chancellor, Sabaragamuwa University of Sri Lanka, Belihuloya. The name and identification number of the Contract are: Name: Providing Private Security Services for the year 2025/2026 Contract No.: SU/GA/03/2025-02
2.2	The Intended contract shall be one (01) year from 01.12.2025 to 30.11.2026 (inclusive).
2.3	The information required from bidders in Sub-Clause 2.2 is: Details relevant to evaluate bidder's capacity (a) The duly filled Bid Documents submitted by the bidder (Clarity and accuracy of the information, bid security payments, and the signature of the bidder with rubber stamp particularly form of bid, Conditions of Contract, Form of Bid Amount and other relevant places). (b) Letter from the Ministry of Defense to prove that the security firm has been provided with a license. A certified copy of the letter should be attached. (c) Legal Status (Sole Proprietor, Partnership, Company, etc.). A certified copy of the Power of Attorney/ Certificate of Incorporation Company Act should be attached to the Bid. (d) The Company/ Firm must have satisfactorily carried out at least three (03) security service contracts with a minimum workforce of 100 security personnel to a one place/ one organization at a given time in each for any Government Department/ Corporation/ University on a reputed private institution over the last three years. Evidence to prove such (i.e., certified copies of letters issued by such clients confirming the number of the workforces) should be attached to the Bid. (e) List of Services performed for each of the last three years. Certified copies of letters issued by such clients should be attached to the Bid. (f) Certified copies of reference letters (At least three letters) from clients on the bidder's past performance should be attached. (g) A brief report (maximum of 1500 words) explaining the management hierarchy, site activity plan and staff training plan to provide an efficient service to the university should be provided. (h) A brief report explaining the academic and professional qualifications of key officers with their experiences/ skills should be attached. (i) Lists of security material/ equipment supposed to be utilized; i. Full uniform with all the relevant items; ii. Rain coats; iii. Boots;

- iv. Flashlight/ Torch;
- v. Notepad and pen;
- vi. Two-way radios (walkie-talkies) (minimum of 15 walkie-talkies essential) or any other communication equipment (when required);
- vii. Metal detectors (when required).

In addition to the aforementioned items, a list of equipment intended to be utilized for the provision of efficient services to the employer shall be attached.

- (j) Details of VAT/ Tax registration (Certified copies should be annexed) – If the bidder has not registered for the collection of VAT a letter stating that the bidder has been exempted from collection of VAT, from the Commissioner of the Department of Inland Revenue should be submitted with his Bid. Any bids which are not satisfied above will be rejected according to the Public Finance Circular No. 364(4) dated 27th August 2004.
- (k) Audited financial statements of last 4 years (2024, 2023, 2022 and 2021) should be submitted along with the bidding documents. Draft financial statements are not acceptable. The bidder should have adequate liquidated assets/ banking facilities for cash flow management.
- (l) Proof for the payment of EPF and ETF for past **three years** should be attached to the Bid.
- (m) Details relevant to evaluate the financial capacity of the bidder like audited accounts, turnover within the **last three years**, banker's details (bank statements, overdraft facility, and others), etc.
- (n) Information relevant to insurance public liability and workman.
- (o) A picture of the staff uniform (Both male and female) should be attached.

Note: A lawyer should certify the copies of relevant information/ letters.

- 2.4 The period of Bid Validity shall be until 22.01.2026.
- 2.5 The amount of Bid Security shall be Rs. 1,500,000.00 (One Million Five Hundred Thousand Rupees only). The Bid Security shall remain valid until 20.02.2026.
- 2.6 The employer's address for the purpose of bid submission is;
**The Vice-Chancellor,
 Sabaragamuwa University of Sri Lanka,
 P.O. Box 2,
 Belihuloya.**

For identification of the bid, the envelopes should indicate:

Contract: **Providing private security service for Sabaragamuwa University of Sri Lanka – 2025/2026.**

Bid / Contract Number: **SU/GA/03/2025-02.**

- 2.7 The deadline for submission of bids shall be on 12.11.2025 at 02:15 p.m.
- 2.8 Bids will be opened on or before 02.45 p.m. on 12.11.2025 at the following address:

2.9 Criteria for Evaluation of Qualification and Experience:

Obtaining minimum points is the prerequisite to consider for price evaluation.

S/No	Criteria	Minimum Points	Maximum Points
1	Basic Requirements	25	25
2	Experience in similar assignments	15	20
3	Staff capacity and work plan	10	20
4	Payment of EPF, ETF and VAT	20	20
5	Financial capability	10	15
	Total	80	100

1. Basic Requirements

Clarity and accuracy of information on the bid documents bid security and legal status (Certified copy of the License of the Ministry of Defense and Certificate of Incorporation Company Act etc.) are considered.

2. Experience in similar assignments

The determination will take into account the Bidder's involvement in similar assignments including the university system in the recent and past three years. Experience in providing at least three security service contracts with a minimum workforce of 100 security staff and past services performances of the bidder is considered. Evidence to prove such (i.e., certified copies of letters issued by such clients confirming the number of workforce) should be attached to the Bid.

3. Staff capacity and work plan

The determination will take into account the bidder's proposed approach including the mechanism to be executed, allocation of the number of key security officers, and their qualities and qualifications (age, professional qualifications, good language literacy, skills, uniform, etc.), and equipment to be used to provide the service.

4. Payments of EPF, ETF, and VAT

Evidence to prove the payments of ETF and EPF to their current employees and VAT/tax payments for the past 36 months are considered.

5. Financial Capability

All financial aspects including the annual Turnover and other financial information during the past four years will be evaluated. Details relevant to the financial capacity of the bidder like audited accounts, turnover last 4 years (2024, 2023, 2022 and 2021), banker's details (bank statements, overdraft facility and other) etc. will be evaluated.

2.10

If the prices quoted for each item in the Activity Schedule are excessively deviated from the percentages given for the item, prices will be re-adjusted according to the percentages given. The Contract will be awarded according to above-adjusted prices and payments will be made accordingly. The

Employer reserves the right to re-adjust or not to re-adjust the prices as per this clause. However, the Bidder is binding for the adjustments done under this clause.

- 2.11** The Performance Security is acceptable to the Employer shall be an unconditional Reputed Government bank guarantee to an amount equal to 10% of the Contract Price.

SECTION – III

FORM OF BID, QUALIFICATION INFORMATION, LETTER OF ACCEPTANCE AND FORM OF CONTRACT

FORM OF BID

Providing Private Security Services for the year 2025/2026

To: **The Chairman**
Procurement Committee
Sabaragamuwa University of Sri Lanka
Belihuloya

01. Having examined the bidding documents, I/We hereby offer to provide security services for the **Sabaragamuwa University of Sri Lanka** under Contract No. **SU/GA/03/2025-02**, in accordance with the Conditions of Contract, Contract Data, Employer's Requirements, and the Activity Schedule accompanying this bid, for the annual Contract Price specified below:

Contractual Amount without VAT <i>(Amount in Figures)</i>		Amount in words
Rs.	Cts.	
		
Contractual Amount with VAT <i>(Amount in Figures)</i>		Amount in words
Rs.	Cts.	
		

02. This Bid and your written acceptance of it shall constitute a binding Contract between us. I/We understand that you are not bound to accept the lowest or any Bid received.
03. I/We hereby confirm that this Bid complies with the Bid validity period required by the Bidding Documents and specified in the Bidding Data.

Registered name of the Bidder:			
Address of the Bidder:			
Telephone No.	Fax No.:	Email Address:	
VAT Registration No. (if any)			
Name and the title of the authorized signatory:			
Signature:		Rubber Stamp:	

Schedule A: Basic Qualification

1. The Bidder should fill this Bid Document carefully (Clarity and accuracy of the information in the bid document filed, necessary attachments and the signature of the bidder particularly form of bid and other relevant places).
2. The Bid shall not contain any alterations or additions, except those made in accordance with instructions issued by the Employer or as necessary to correct errors made by the Bidder. In such cases, all corrections shall be initialed by the person or persons signing the Bid. The original Bid shall be either typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.
3. All pages of the Bid on which entries or amendments have been made shall be initialed by the person or persons signing the Bid, particularly the Form of Bid and other relevant sections.
4. The Bidder should submit the Bid under two separately sealed envelopes as ORIGINAL and COPY.
5. A letter issued by the Ministry of Defense confirming that the security firm has been granted a valid license.
6. Legal status of the Bidder (e.g., Sole Proprietor, Partnership, Company, etc.): A certified copy of the Power of Attorney and/or Certificate of Incorporation under the Companies Act shall be submitted
7. Evidence for the payment of Tender Receipt and Bid Security.

Schedule B:

Experience in Similar Assignments including the University system during the recent and past three years

1. The Company/Firm must have satisfactorily executed at least three (03) security service contracts, each involving a minimum workforce of one hundred (100) security personnel, for any Government Department, Corporation, University, or reputed private institution within the last three (03) years. The Bidder shall complete Tables 01 and 02 below and attach certified copies of letters issued by the respective clients or copies of the relevant service agreements as evidence.
2. Certified copies of reference letters from the respective clients, attesting to the Bidder's past performance, shall be attached for evaluation purposes.

Table 01: Security service contracts with a minimum workforce of 100 security staff

Period (From – to)	Employer (Name and Address)	Description of Works	No of Security guards assigned	Amount per Month (Rs.)

Table 02: Client's Reference during the last three years

Note: The Bidder shall provide a list of client references in the table below. Each reference must be supported by a copy of a reference letter issued by the respective client. References not supported by such letters shall not be considered for evaluation. Reference letters should clearly indicate the client's assessment of the Bidder's past performance and shall be attached for evaluation purposes

Client Name	Address	Contact Person	Contact Number	Description of Service Provided	Period	Bidder's Comment on the Service Provided

Schedule C Work Plan and Staff Capacity	
1. <u>Site Work plan and management mechanism</u>	Provide a brief report (maximum 1500 words) explaining the management hierarchy, site work plan, (site organization and work organization mechanism) and staff training plan to provide an efficient security service to the Sabaragamuwa University of Sri Lanka. A list of facilities cum equipment and vehicles which will be availed to provide a better service should be provided.
2. <u>Staff capacity</u>	Provide details of key staff (supervisory staff), their role and responsibilities, their qualifications, training, and qualities, etc.).
3. <u>Uniform quality</u>	Quality and appearance of the staff uniform should be appropriated for a university (Please see Annexure 01 for more clarifications).
4. <u>Approval of the Ministry of Defense</u>	Attach certified copies of license issued by the Ministry of Defense.

Schedule D Payments of EPF, ETF and VAT
1. Proof for the payment of EPF for past 03 years. 2. Proof for the payment of ETF for past 03 years. 3. Details of VAT/ Tax registration – If the bidder has not registered for the collection of VAT a letter stating that the bidder has exempted for collection of VAT, from the Commissioner of the Department of Inland Revenue should be submitted with his Bid. Any bids which are not satisfying above will be rejected according to the Public Finance Circular No. 364(4) dated 27th August 2004.

Schedule E Financial Capacity
Attach certified copies of the following documents 1. Audited financial statements of last 4 years (2024, 2023, 2022 and 2021) should be submitted along with the bidding documents. Draft financial statements are not acceptable. 2. The bidder should have adequate liquidated assets/ banking facilities for cash flow management. 3. Any other information relevant to verify the financial capacity of the bidder. 4. Information relevant to insurance public liability and workman.

Schedule F**Detailed Price Schedule**

Amount charged for an Officer In-Charge (OIC) per shift of 12 hours =

Amount charged for a Senior Security Officer (SSO) per shift of 12 hours =

Amount charged for a Security Officer (SO) per shift of 12 hours =

Amount charged for a Lady Security Officer (LSO) per shift of 12 hours =

Officer	Required Shift per day	Rate per Shift (Rs.) (without VAT)	Amount for one year - without VAT (Rs.) (Rate x shift x 365)	Remarks (if any)
OIC	04			
SSO	16			
SO	160			
LSO	89			
Total	269			
Total without VAT (Rs.)				
VAT (Rs.)				
Grand Total with VAT (Rs.)				

Total cost for One Year (01.12.2025 to 30.11.2026 (Inclusive))

(Without VAT) (Rs.) =

Value Added Tax (VAT) (Rs.) =

Total value with VAT (Rs.) =

I hereby certify that the above information are true and correct according to the best of my knowledge.

Signature of the Bidder :

Name of the Bidder :

Address of the Bidder :

Date :

Schedule G

Information of Security Firm / Company (To be completed and attached to the Bid)

01. Name of the Security Agency:
(a) Official Address:
(b) Full Name of the Proprietor:
(c) Phone No. (d) Fax No.:
(e) E-mail address:
02. Business Registration No. (Please attach a certified Photostat copy):
(a) Date of Business Registration:
03. Registration and License No. of the Ministry of Defense / Public Security Law and Order: (Please attach a certified Photostat copy):
(a) Date of Registration (b) Expiry Date:
(c) Date of Renewal:
04. VAT Registration No.: (Attach the copy of the VAT registration. If no VAT registration, please attach a copy of the letter of VAT exemption obtained from the Department of Inland Revenue):
05. Information of the Staff:
(a) Number of security personnel in the Company/ Firm:
(b) Number of trained security personnel in general duties and firefighting:
(Please attached list of names and give EPF and ETF numbers against names.)
06. How will you discharge services when there is a strike or when a curfew/lockdown is imposed?
Please give details:
.....
.....
.....
07. State whether you provide Walkie-Talkies, Cellular Phones and Paging facilities to your security staff:
.....
.....
- Authorized Signature(s) of Bidder:
Date:
Designation(s):

(Company/ Firm Seal)

Letter of Acceptance

[Letterhead paper of the Employer]

Notes on Standard Form of Letter of Acceptance

The Letter of Acceptance will be the basis for formation of the Contract as described in Clauses 25 of the Instructions to Bidders. This Standard Form of Letter of Acceptance should be filled in and sent to the successful Bidder only after evaluation of bids has been completed.

_____ [date]

To: *[name and address of the Service provider]*

This is to notify you that your Bid dated *[date]* for providing services *[name of the Contract and identification number]* for the Contract Price of Rupees (Rs.) *[amount in numbers and words]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents for a period of 365 days from *[start date.]*

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, [name of Employer] (Hereinafter called the "Employer") and, on the other hand, [name of Service Provider] (hereinafter called the "Service Provider").

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the "Services");
- (b) the Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of Rupees

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Conditions of Contract;
 - (b) The Contract Data;
 - (c) The Form of Bid;
 - (d) Qualification Specification;
 - (e) Letter of Acceptance
 - (f) The Employer's Requirements;
 - (g) The Priced Activity Schedule;
2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Sabaragamuwa University of Sri Lanka

[Authorized Representative]

For and on behalf of[name of Service Provider]

[Authorized Representative]

Non-Collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this day of ... at ...

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

SECTION – IV

CONDITIONS OF CONTRACT

Section – IV: CONDITIONS OF CONTRACT

General Provisions

4.1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “**Activity Schedule**” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- (b) “**Contract Period**” means the period the Services to be provided by the Service Provider as certified by the employer.
- (c) “**Completion Date**” means the date of completion of the Services by the Service Provider as certified by the Employer;
- (d) “**Contract**” means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (e) “**Contract Price**” means the price to be paid for the performance of the services, in accordance with the form of bid;
- (f) “**Employer**” means the party who employs the Service Provider;
- (g) “**Party**” means the Employer or the Service Provider, as the case may be, and “**Parties**” means both of them;
- (h) “**Personnel**” means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;
- (i) “**Service Provider**” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
- (j) “**Service Provider’s Bid**” means the completed bidding document submitted by the Service Provider to the Employer;
- (k) “**Employer’s Requirements**” means the Employer’s Requirements of the service included in the bidding document submitted by the Service Provider to the Employer;
- (l) “**Services**” means the work to be performed by the Service Provider pursuant to this Contract, as described in Section 6 and 7; the Employer’s Requirements and Schedule of Activities included in the Service Provider’s Bid.

4.2. Applicable Law

The contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.

4.3. Language

This Contract has been executed in English Language.

4.4. Notices

Any notice, request or consent made pursuant to this contract shall be in writing⁴¹ and shall be deemed to have been made when

delivered in person to an authorized representative of the party to whom the communication is addressed, or when sent by registered mail, to such party at the address specified in the contract data.

- 4.5. Location** The services shall be performed at such locations as are specified in the employer's requirements and where location of a particular task is not so specified, at such locations, as the employer may approve (number of staff specified in Section VII).
- 4.6. Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the employer or the service provider may be taken or executed by the officials specified in the contract data.

Commencement, Completion, Modification, and Termination of Contract

- 4.7. Effectiveness of Contract** This contract shall come into effect on the date the contract is signed by either parties or such other later date as may be stated in the contract data. This is subject to 90 days of performance evaluation period from the date of commencement of services.
- 4.8. Starting Date** The service provider shall start carrying out the services from the date the contract becomes effective, or at such other date as may be specified in the contract data.
- 4.9. Intended Completion Date** Unless terminated earlier pursuant to Clause 4.12, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 4.18. In this case, the Completion Date will be the date of completion of all activities.
- 4.10. Contract Period** Unless terminated earlier pursuant to Clause 4.12, the Service Provider shall provide the Service up to the satisfaction of the Employer throughout the period as specified in the Contract period under Contract data.
- 4.11. Force Majeure**
- 4.11.1. Definition** For the purposes of this contract, "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances.
- 4.11.2. No Breach of Contract** The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this contract in so far as such inability arises from an event of force majeure, provided that the party affected by such an event;
- (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and
- (b) has informed the other Party as soon as possible about the occurrence of such an event.

4.11.3. Extension of Time Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

4.11.4. Payments During the period of their inability to perform the services as a result of an event of force majeure, the service provider shall be entitled to continue to be paid under the terms of this contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the services and in reactivating the service after the end of such period.

4.12. Termination

4.12.1. By the Employer The Employer may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 4.12.1 and sixty (60) days' in the case of the event referred to in (f):

- (a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- (b) if the service provider did not provide the service completely for a period of 3 days;
- (c) if the service provider does not maintain a performance security in accordance with the conditions of contract;
- (d) if the Service Provider become insolvent or bankrupt;
- (e) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (f) if the Employer, in its sole discretion, decides to terminate this Contract.
- (g) if the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 4.18 and the Contract Data.;
- (h) If the Service Provider does not receive 60% or more overall performance or attendance which is calculated based on actual payment against the monthly value in the Activity Schedule for total Contract, for consecutive three months.

If the Contract has been terminated by the Employee under any of one reason given under (a) to (d) above the Performance Security may be forfeited by the Employer.

4.12.2. By the Service Provider The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after ~~the~~ occurrence of any of the events specified in

paragraphs (a) and (b) of this Clause 4.12.2.

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 4.32 to 4.33 within sixty (60) days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Service Providers are unable to perform a material portion of the Services for a period of not less than six (60) days.
- (c) if the Service Provider, in its sole discretion, decides to terminate this Contract

If the contract has been terminated by the Service Provider under reason (c) above, the Performance Security may be forfeited by the Employer.

4.12.3. Payment upon Termination Upon termination of this Contract pursuant to Clauses 4.12.1 or 4.12.2, the Employer shall make the following payments to the Service Provider:

- (a) remuneration pursuant to Clause 4.25 for Services satisfactorily performed prior to the effective date of termination;
- (b) except in the case of termination pursuant to paragraphs (a), (b), (d), (e) of Clause 4.12.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

Obligations of the Service Provider

4.13. General

- (a) The Service Provider shall perform the Services in accordance with the Employer's Requirements and the Activity Schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods.
- (b) The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.
- (c) The Service Provider is not allowed for entering into subcontract for whole or any part of the Service

4.14. Confidentiality

The Service Providers, and their Personnel shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

4.15. Service Providers' Actions Requiring Employer's Prior

The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:

Approval

(a) changing the Program of activities; and

(b) any other action that may be specified in the Contract Data.

4.16. Reporting Obligations

The Contractor shall be required to submit reports to the Employer as specified in the Contract. These reports shall include, but not be limited to, progress reports, financial statements, incident reports, inventory reports, and any other documents deemed necessary for the effective monitoring and evaluation of the Contract.

4.17. Documents Prepared by the Service Providers to be the Property of the Employer

All plans, drawings, Employer's Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 4.16 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.

4.18. Liquidated Damages

4.18.1. Payments of Liquidated Damages

The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

4.18.2. Correction for Over payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 4.29.

4.19. Performance Security

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a Reputed Government bank. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.

4.20. Insurance Cover

The Service Provider should be obtained an insurance to cover the loss of property belonging to the Employer to the value of Rs.5.0 million and should be submitted when called upon to sign the agreement with the Employer.

Service Provider's Personnel

4.21. Description of Personnel

The names, addresses, identity card numbers, job descriptions, qualifications and estimated periods of engagement in the carrying out of the Services of the Service Provider's Personnel should be submitted to the Employer within seven (07) Days of signing the Agreement.

- 4.22. Removal and/or Replacement of Personnel**
- (a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
 - (b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
 - (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

Obligations of the Employer

- 4.23. Assistance and Exemptions** The Employer shall use its best efforts to ensure that the Service Provider is provided with the assistance and exemptions specified in the Contract Data, if any.
- 4.24. Change in the Applicable Law** If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 4.25, as the case may be.

Payments to the Service Provider

- 4.25. Monthly Remuneration** The Service Provider's monthly remuneration shall not exceed the total amount per month as given in the Activity Schedule and Schedule F. Except as provided in Clause 4.24, the Contract Price may only be increased above the amounts stated in Clause 4.26 if the Parties have agreed to additional payments in accordance with Clause 4.27.
- 4.26. Contract Price** The Contract Price is set forth in the Contract Data.
- 4.27. Payment for Additional Services, and Performance Incentive Compensation** For the purpose of determining the remuneration due for additional Services, a breakdown should be agreed upon by both Parties, based on Services in similar nature in the Activity Schedule.
- 4.28. Terms and Conditions of Payment** Payments will be made to the Service Provider according to the payment schedule stated in Section V - Contract Data.
- 4.29. Interest on Delayed Payment** If the Employer has delayed payments beyond ninety (90) days after the due date stated in the Contract Data, interest shall be paid to the Service Provider for each day of delay at the rate stated in the Contract Data.

Quality Control

4.30. Identifying Defects

The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.

4.31. Correction of Defects, and Lack of Performance Penalty

(a) The Employer shall give notice to the Service Provider of any Defects at any time of the Service.

(b) Every time notice a Defect is given; the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.

(c) If the Service Provider has not corrected the Defects within the time specified in the Employer's notice, the Employer will assess the percentage of lack of performance through the monthly review report as describe under Section VI: Employer's Requirements and the monthly remuneration shall be calculated accordingly.

Settlement of Disputes

4.32. Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

4.33. Dispute Settlement

a) Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was not settled amicably in as with sub clause 4.32 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.

b) The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub-clause (c) below.

c) The Party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.

Any other conditions

4.34. The Employer, Sabaragamuwa University of Sri Lanka, shall not be held responsible or liable for any damage or loss incurred by the Company/Firm as a result of war, civil disturbances, strikes, lockouts, epidemics, earthquakes, fire, storms, floods, or any other circumstances beyond the control of the University.

4.35. The Company/Firm shall indemnify the University against any claim made by, or in respect of, any employee of the said Company/Firm⁴⁷ engaged for the purpose of this Contract, under the

Workmen's Compensation Ordinance and any statutory amendments, modifications, or extensions thereof.

- 4.36. The salaries of security staff shall be in accordance with the wage rates approved by the Wages Board Ordinance for both operational and supervisory services
- 4.37. The Employer shall not bear any responsibility for the payment of EPF and ETF contributions to the Service Provider's security personnel. The Service Provider shall assume full responsibility and take all necessary actions to ensure that EPF and ETF payments are made in accordance with applicable labour regulations.

I/We certify that I/we read carefully and understand the Conditions of Contract and I/We undertake the contact if my/our Bid is accepted, to commence the services as stipulated in the Conditions of Contract and to provide the Private Security Services comprised in the contract for the period stated in the Conditions of Contract.

Authorized signature(s) of Bidder:

Name and NIC No:

Name of Company/ Firm:

.....

Company/ Firm Seal or Rubber Stamp:

Date:

SABARAGAMUWA UNIVERSITY OF SRI LANKA

BID FOR PROVIDING PRIVATE SECURITY SERVICES FOR THE YEAR 2025/2026

CONDITIONS OF CONTRACT

01. The bidder shall be a registered and experienced company engaged in **Providing Private Security Services** or in a similar category acceptable to the Procurement Committee. A certified copy of the Certificate of Incorporation and Business Registration shall be attached.
02. The duly completed Bid Documents submitted by the bidder shall include clear and accurate information, the required bid security payment, and the signature of the bidder on the Form of Bid and all other relevant sections, as required.
03. Bid documents should be prepared neatly without arithmetic mistakes. Bidder should fill both columns of BOQ, for a shift and a year (365 days) separately in the Schedule - F.
04. No alterations or modifications shall be permitted under any circumstances.
05. The successful bidder shall commence the contract within two (02) weeks of the date of notification. Failure to do so shall result in the forfeiture of the Performance Security, and the University shall take necessary action to award the contract to the next suitable bidder.
06. All workers employed by the contractor shall wear a proper uniform and carry a valid identity card at all times while on duty.
07. The bidder shall pay salaries, wages, and budgetary relief allowances to the Security Personnel in accordance with the directives of the Wages Boards Ordinance and the guidelines issued by the Department of Labour from time to time.
08. All wages shall be paid in accordance with the relevant Acts and Ordinances of the Democratic Socialist Republic of Sri Lanka.
 - National Minimum wages of Workers (Amendment) Act. No 16 of 2021 Published as a Supplement to Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka of August 20, 2021)
 - National Minimum wage of workers Act No - 3 of 2016
 - Budgetary Relief Allowance of workers Act No - 4 of 2016
 - Budgetary Relief Allowance of workers Act No - 36 of 2015
 - Wagers Board Ordinance No 27 of 1941
 - Employee Provident Fund Act No – 15 of 1958
 - Employee Trust Fund Act No – 46 of 1980
09. The bidder shall be solely responsible for the payment of remuneration and all statutory benefits to its staff/employees, including compensation in the event of death or injury occurring during the course of their duties.
10. The bidder shall submit details of public liability insurance and workmen's compensation insurance, attaching certified copies of the relevant documents as proof.
11. The workers employed by the contractor shall be between eighteen (18) and sixty-five (65) years of age and must be physically and mentally fit. No security staff under eighteen (18) years or over sixty-five (65) years of age shall be deployed under this contract. Differently-abled persons shall not be deployed. Medical certificates from a relevant authority shall be provided upon request by the University.
12. The University reserves the right to change the working hours of the employees as required on special occasions. The bidder shall provide services for the entire month, including weekends, public holidays, and any other days as necessary.
13. The contractor shall ensure that the storage, supply, sale, and consumption of drugs, alcoholic beverages, cigarettes, or any other intoxicating substances are strictly prohibited within the boundaries of the University. Any violation of this regulation by employees shall result in punitive action in accordance with applicable laws.

14. The Security Agency shall ensure that all employees deployed under this contract at the University have no criminal or other convictions in any Court of Law. The Contractor shall also ensure that their conduct within the premises of the Sabaragamuwa University of Sri Lanka is proper and in accordance with the University's regulations.
15. The bidder shall be personally liable for any loss or damage to University property arising from any direct or indirect negligence on the part of the Contractor, its staff, employees, or equipment. Any amount claimed by the University in this regard shall be deducted from the monthly payments payable to the Contractor.
16. In the event of any damage to or loss of property belonging to an employee of the University or any stakeholder (including students or visitors) within the University premises, arising from any direct or indirect negligence of the Contractor, its staff, employees, or equipment, the cost of such damage or loss shall be borne by the Contractor.
17. **All workers shall record their arrival and departure times using the fingerprint machine/ punch card and/or attendance register, under the supervision of a designated University officer.**
18. The bidder shall submit details of the Company's Board of Directors, including their names, qualifications, and contact information.

I/We hereby certify that I/we have carefully read and understood the Conditions of Contract. I/We further undertake that, in the event my/our Bid is accepted, I/we shall commence the services as stipulated in the Conditions of Contract and provide the Private Security Services specified therein for the duration stated in the said Conditions of Contract..

Dated thisday of 2025 in the capacity of
duly authorized to sign bids for and on behalf of

 (IN BLOCK CAPITALS)

Authorized Signature(s) of the Bidder:
 Name and NIC No.(s)
 Designation(s):
 Number of the Registration Certificate:
 (A certified copy of the valid registration certificate is attached)
 Contact No.:
 Seal of the Company/ Firm or Rubber Stamp:

Date:

Witness (1)

Witness (2)

Signature :
 Name :
 NIC No. :

Signature :
 Name :
 NIC No. :

Address :

Address :

.....

.....

Date :

Date :

SABARAGAMUWA UNIVERSITY OF SRI LANKA

BID FOR PROVIDING PRIVATE SECURITY SERVICES FOR THE YEAR 2025/2026

Provision of Security Services

The successful Security Agency shall be required to provide twenty-four-hour security services to guard and protect the premises of the University, including all movable and immovable property and personnel, within the University buildings, laboratories, student hostels, canteens, farm, water tanks, University Guest House, and playground. The Agency shall also be responsible for preventing the entry of unauthorized persons into the premises belonging to the Sabaragamuwa University of Sri Lanka, with effect from the date of award and acceptance of the contract.

1. The Security Officer shall leave his/her point of duty only after properly handing over his/her responsibilities to the Security Officer reporting for the next shift. The Security Officer shall not remain on the premises after duty hours unless specifically required to do so by the Security Agency or the Sabaragamuwa University of Sri Lanka.
2. Security Officers reporting for duty shall arrive in clean and properly pressed uniforms, with shoes and official identification cards issued and approved by the Security Agency. Security Officers on duty shall be smartly dressed, well-groomed, and remain alert at all times.
3. A Security Officer shall assist fellow Security Officers in handling emergency situations, as and when required.
4. The Security Officer handing over duties and the Security Officer taking over duties shall jointly verify the prevailing circumstances at the time of the shift change. Any issues or irregularities observed shall be immediately reported to the Officer-in-Charge (OIC), Security Inspector (SI), and/or Chief Security Officer (CSO) of the Sabaragamuwa University of Sri Lanka (SUSL). Late reporting or claims of being unaware of such circumstances shall not be accepted. The OIC, SI, and/or CSO shall, if necessary, submit a written report regarding such matters to the Registrar and/or the Senior Assistant Registrar (SAR) / General Administration with immediate effect.
5. The Security Officer shall perform duties strictly in accordance with the duty roster. A Security Officer shall not perform duties for more than one shift consecutively, except in exceptional circumstances, and in any case, not exceeding a maximum of twelve (12) hours, until a suitable replacement arrives. Security Officers shall at all times maintain exemplary conduct and a cordial relationship in their interactions with staff, students, and visitors, and shall guide them to the appropriate locations as required.
6. The Security Officer shall inspect all doors, windows, and gates to ensure they are properly locked after the daily closure of offices. If any door or window is found to be unsecured, it shall be immediately reported to the OIC, SI, and/or CSO of the Sabaragamuwa University of Sri Lanka for prompt and appropriate action. The CSO shall, if necessary, submit a written report on such matters to the Registrar and/or SAR / General Administration with immediate effect.
7. The Security Officer on duty shall closely observe the movements of staff and students within the internal premises of the University. Any unusual or suspicious movements shall be immediately reported to the OIC, SI, and/or CSO of the Sabaragamuwa University of Sri Lanka. The OIC, SI, and/or CSO shall, if necessary, submit a written report on such matters to the Registrar and/or SAR / General Administration with immediate effect.
8. The Security Officer shall conduct continuous inspections of the buildings and surrounding premises and shall take all necessary actions to safeguard the property belonging to the Sabaragamuwa University of Sri Lanka.
9. Every individual entering the University premises shall be subject to inspection, including their belongings, at the entrance, prior to being granted access.
10. All parcels and letters of a suspicious nature shall be thoroughly inspected. If found to be unauthorized, the matter shall be immediately reported to the Registrar and/or Senior Assistant Registrar, General Administration Branch, through the Chief Security Officer.

11. During duty hours, a Security Officer shall not engage in unnecessary conversations with staff, students and outsiders and shall not enter any neighboring premises that do not belong to the University.
12. All occurrences, including daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual incidents, shall be recorded daily in a register. This register shall be made available to the OIC, SI, and/or CSO of the Sabaragamuwa University of Sri Lanka for their daily review and observations.
13. All books and registers, including the Incident Book (IB), Attendance Register, Visitor's Register, and other registers maintained by the security staff, shall be promptly and accurately updated. The Officer In-Charge (OIC) shall regularly inspect these registers to ensure they are properly maintained and shall visit each security point on a continuous basis.
14. Security Guards shall inspect vehicles, personnel, and goods entering and leaving the premises and maintain the relevant registers. Where necessary, all facts and findings shall be promptly forwarded to the CSO. The Vice Chancellor, Registrar, and other relevant officers, shall be informed in advance of any anticipated strikes, boycotts, riots or industrial actions. Security Guards shall use their best endeavors and abilities to prevent all crimes and offences, ensuring the safety and security of the University's property and premises, as well as the smooth administration of the University's daily business.
15. All instructions given by the Officer In-Charge (OIC) shall be recorded in the register allocated for that purpose.
16. All authorized keys shall be properly recorded and sealed. Keys must be thoroughly inspected upon receipt. The Security Agency shall be held responsible for any loss of University keys while under the custody of its Security Officers.
17. Arms and ammunition shall not be allowed into the University premises by unauthorized persons..
18. All vehicles entering the University premises shall be thoroughly inspected, and the relevant details shall be recorded.
19. Vehicles parked in close proximity to the premises shall be subject to inspection.
20. If any fire hazards, system malfunctions, or interruptions in utilities (such as electricity, heating, or ventilation) are observed, the matter shall be immediately reported to the Registrar through the Chief Security Officer. Meanwhile, the Security Officer shall assist in managing the emergency situation.
21. Chatting with friends, consuming liquor, being under the influence of liquor, chewing betel, smoking, and sleeping while on duty are strictly prohibited. If any Security Officer is found engaging in such conduct, disciplinary action shall be taken by the Security Agency.
22. The Security Officer shall answer telephone calls, take messages, respond to inquiries, and provide information during non-business hours and days. All such information shall be recorded and promptly conveyed to the relevant officers in case of an emergency.
23. If the Visiting Officer is unable to visit the institution due to unavoidable circumstances, the Visiting Officer shall contact the Security Officers by phone to assess the situation and take appropriate action. Meanwhile, any alternative security arrangements shall be communicated to the Senior Assistant Registrar, Administration Branch, through the Chief Security Officer.
24. The Security Officer shall carry out other tasks assigned by the Chief Security Officer or the Senior Assistant Registrar, General Administration Branch, Sabaragamuwa University of Sri Lanka, under the supervision of the Security Supervisor of the Security Agency, in relation to the specific nature of each security point.

Please state whether you accept the terms and conditions given above by signing the letter of acceptance given at the end of this document.

**Chairman/ Departmental Procurement Committee
Sabaragamuwa University of Sri Lanka**

The Letter of Acceptance

**Vice Chancellor,
Sabaragamuwa University of Sri Lanka**

Dear Sir/Madam,

I read the above terms and conditions and agree to abide by those conditions.

.....
Signature of Bidder

.....
Date:

Name of authorized person:

Rubber stamp of the Institution

SECTION – V

CONTRACT DATA

Conditions of Contract Clause	Amendments or Supplements to, Clauses in the Conditions of Contract
1.1(c)	The contract name is Providing Private Security Services – 2025/2026 for the Sabaragamuwa University of Sri Lanka
1.1(e)	The Employer is: The Vice-Chancellor, Sabaragamuwa University of Sri Lanka, Belihuloya
1.1(h)	The Service Provider is: <i>To be filled after selection</i>
1.5	The addresses are: Employer: Vice Chancellor, Sabaragamuwa University of Sri Lanka PO Box 02 Belihuloya Service Provider: <i>To be filled after selection</i>
1.6	The Authorized Representatives are: For the Employer: Senior Assistant Registrar – General Administration For the Service Provider: <i>To be filled after selection</i>
2.1	The date on which this Contract shall come into effect is <i>to be filled after selection</i>
2.2	The Starting Date for the commencement of Services is <i>to be filled after selection</i>
2.3	The Intended Completion Date is <i>to be filled after selection</i>
3.9	Performance Guarantee shall be five percent (05%) of the Contract Price
4.1	The selected service provider should not recruit staffs of any of other service providers or contractors who are doing contracts in the university. If it was done by the service provider and due to that the other service provider's or contractor's work was affected, the Employer will act according to sub-clause 4.2 in removing of such staff.
6.2	The Contract Price is Rupees <i>To be filled after selection</i>
6.4	Payments shall be made on monthly basis according to the quality of Service, Service Provider's performance and allocation of Security staff as proposed by the Service Provider in the Activity Schedule.
6.5	The interest rate is the lending rate to the commercial banks by the Central Bank plus 1%.

SECTION – VI

EMPLOYER’S REQUIREMENTS

Section VI - Employer's Requirements

A – Description of the Services

A.1 Scope of the work

The Service Provider should ensure the security of all location given in the Section VII: Activity Schedule in Page No. 69-78.

The works consist of providing the services of male and female security personnel as appropriate for protecting movable and immovable properties and personnel and students in University buildings, laboratories, student hostels, water tanks, canteens, farms, playgrounds and preventing entering and actions of unauthorized persons.

1.1. Bidder should indicate the cost of services as follows:

- a) Amount charged for an OIC shift of 12 hours.
- b) Amount charged for a security guard (SSO) per shift of 12 hours.
- c) Amount charged for a security guard (SO and LSO) per shift of 12 hours.

1.2. The Vice-Chancellor/ Registrar will determine the additional security points and security personnel required above the approved number if and when necessary depending on the needs of the University.

1.3. All the staff engaged by the bidder should be properly attired in uniforms (shoes, caps etc.) while on duty.

1.4. All security personnel on duty shall be provided, by the respective Company/Firm, with raincoats, torches (either rechargeable or battery-operated), uniforms, bicycles (where necessary), stationery, other apparel, accessories, and any other items deemed necessary, as and when required.

1.5. Names of all staff on duty on each day shall be given to the University authorities as authorized by the Vice-Chancellor or the Registrar.

1.6. It should be specifically noted that the University reserves the right to request the withdrawal of any person on duty without assigning reasons.

1.7. Only the persons with maturity, training and experience shall be employed for duty at the University.

1.8. The staff employed on duty shall comply with the instructions issued by the University authorities.

1.9. All the personnel on duty shall be supervised by the Chief Security Officer and/or nominated by the University who shall liaise with the University Authorities.

1.10. The staff on duty should be well conversant with firefighting, first-aid and use of walkie-talkies, communication equipment and other modern security equipment etc.

1.11. The staff engaged by the bidder for duty in the University should report to the Chief Security Officer and/or University authorities nominated by the Vice-Chancellor or the Registrar on any matter involved with the students/ staff or any other.

1.12. The security services should be provided round the clock and a required number of Security personnel should be employed for each shift. **The failure to do so will result in the deductions of the appropriate amount/ and or penalty from monthly settlement of bills.**

- 1.13. Number of hours for a shift is twelve. The company should not deploy security guards in service for over twelve hour shifts by violating the labour rules. If in case they were deployed in service over twelve hours during their leisure time, payments will not be made for the extra twelve-hour shift. However, a security guard can be deployed in service for over twelve hours but not exceeding twenty-four hours, for two days in a week at the stations mentioned in section VII on the written approval of the Chief Security Officer of the University in an unavoidable circumstance on the exigencies of service. Further, only eight shifts of such kind can be carried out for a month.
- 1.14. Bidders should fill the monthly bill for performing every location given in the activity schedule.
- 1.15. Minimum number of security guards required given in the each sub section is given to justify the quantum of work to be done. Bidders should inspect the buildings and area where the service should be provided and according to plans.
- 1.16. But bidders are **not allowed to decrease the number of security guards**. The increased number of security guards by the bidder or if not increased, the minimum requirement will be considered in calculating the service provider's payment.
- 1.17. If the bidder has not filled the proposed number of security guards in any Sub Section, it will be assumed that the bidder had agreed to utilize the minimum number of security guards.
- 1.18. Bidders should always have additional 10% staff ready.
- 1.19. All security guards should in good health condition and should be between the ages of 18 years to 65 years. If a particular security guard is found to be below 18 years or over 65 years or is not in good health condition, the Employer has the right to order to replace the particular security guards. The Employer's instruction in such situation is binding and the Service Provider should take immediate actions to replace him or her. After receiving the contract, employer shall be submit the list of names and identity card numbers of the security guards to the Senior Assistant Registrar/ General Administration through the Chief Security Officer of the University within two weeks.
- 1.20. All security guards should be with good language skills.
- **OIC** - Must possess good language and communication skills, both written and verbal, in order to effectively supervise staff, prepare reports, and liaise with university administration and external agencies. Experience in similar assignments.
 - **SSO** - Should have good language and interpersonal skills to issue clear instructions, prepare incident reports, and coordinate with other departments and senior officers.
 - **SO and LSO** - Required to have good language skills to communicate effectively with staff, students, and visitors, and to document daily activities and incidents accurately.
- 1.21. The employer will not bear any responsibility for payments of EPF and ETF to service provider's security personnel and the service provider should take all the responsibilities and actions to pay EPF and ETF according to labour regulations.
- 1.22. The Service Provider should take all the responsibilities to employee male or female security guards for male or female hostels respectively depending on the situation. A Senior Grade Security Officer who will be engaged by the Company/ Firm shall supervise the security point(s) of the above said premises by patrolling both day and night, conduct security checks within the premises especially during working hours, check vehicles, personnel and goods entering or leaving the premises, maintain all registers connected with security, seal all the important doors leading to the buildings after working hours if required to do so and forward all facts and findings to the management of the University, keep the management informed in

advance of any contemplated strike, boycott or industrial action and use their best endeavors and abilities to prevent all crimes and offences with a view to ensure the safe security of the said property and premises and smooth administration of the day to day business of the University.

- 1.23. In case of hostels of female students, security services shall be provided continuously during 24 hours (2 shifts of 12hrs.) of every day. For all other cases, security services shall be provided as instructed by the Registrar and/or Chief Security Officer and/or any authorized officers of the Client. No security personnel should be allowed to work for two shifts continuously in same or different points.
- 1.24. If there are unusual activities/ clashes in student hostels or other relevant places of the University, immediate actions should be taken to make observations on those activities which have a bearing on the safe security of persons and of the movable and immovable properties of the University and to report to the Registrar through the Chief security Officer of the University and/or authority of the University and to carry out such directions and orders as may be given by the Registrar or authority of the University.
- 1.25. In general, working time will be 6.00 a.m. to 6.00 p.m. and/or 6.00 p.m. to 6.00 a.m. (following day) including weekends and public holidays. Alternative time periods specified by Vice-Chancellor or authorized officers of the Client at any instant shall be promptly accepted unconditionally.

Details given above are only approximations provided to get an initial idea about the service to be provided.

B.1 Performance evaluation

In order to evaluate the performance of the service provider on a monthly basis, a report shall be obtained from the relevant Divisional Heads/Officials of the University, certifying the performance and conduct of the security personnel in accordance with the prescribed standards.

In addition, review meetings with the service provider, or his authorized representatives and supervisors, shall be held as required. These meetings shall be chaired by the Registrar or his authorized representatives, such as the Deputy Registrar, Senior Assistant Registrar, Assistant Registrar, Chief Security Officer, or any other officer designated by the University.

The following criteria shall be taken into account in the report, and the performance of the service provider shall be evaluated accordingly.

- (a) Quality of the Service;
- (b) Number of security guards assigned for each section
- (c) Failures of Service

The main idea of the performance evaluation is not to downgrade the service provided but to improve the service through discussions and matching with the employer's requirements.

In the event of any loss or damage to the property or premises which the respective Company/Firm has been engaged to guard and protect, the said Company/Firm shall agree to reimburse the Client for any expenses incurred in rectifying such loss or damage. Such reimbursement may be deducted from the monthly payments due to the Company/Firm.

B.2 Schedule of payment

Payments will be made on a monthly bill which should be submitted by the service provider according to the **actual work done** based on above information within the first week of the subsequent month.

If the Service Provider does not receive 60% or more overall performance or attendance which is calculated based on actual payment against the monthly value in the Activity Schedule for total Contract, for consecutive three months, the Employer has the right to terminate the contract under the clause 4.12 of Conditions of Contract.

Uniforms for Employees of the Security Service

OIC Uniform

- ✓ White long-sleeve shirt (with the short name of the Security Company displayed near the pocket)
- ✓ Black Trouser
- ✓ Black Shoes
- ✓ Black Socks
- ✓ Tie (with company badge)
- ✓ Company Identity Card

SSO Uniform

- ✓ White short-sleeve shirt (with the short name of the Security Company displayed near the pocket)
- ✓ Black Trouser
- ✓ Black Shoes
- ✓ Black Socks
- ✓ Tie (with company badge)
- ✓ Company Identity Card

SO Uniform

- ✓ Shirt (in the colour permitted by the Company) with Company badge and Company name displayed
- ✓ Trouser (in the colour permitted by the Company)
- ✓ Web belt (in the colour permitted by the Company)
- ✓ Black Shoes
- ✓ Black Socks
- ✓ Shoulder Strap
- ✓ Company Identity Card
- ✓ Lanyard
- ✓ Peak cap (in the colour permitted by the Company)
- ✓ Peak cap badge (in the colour permitted by the Company)

LSO Uniform

- ✓ Shirt (in the colour permitted by the Company) with Company badge and Company name displayed
- ✓ Skirt (length: six inches below the knees)
- ✓ Web belt (in the colour permitted by the Company)
- ✓ Black Shoes
- ✓ Black Socks
- ✓ Shoulder Strap
- ✓ Company Identity Card
- ✓ Lanyard
- ✓ Peak cap (in the colour permitted by the Company)
- ✓ Peak cap badge (in the colour permitted by the Company)

SO Uniform For Special Duty

- ✓ Long-sleeve shirt with four pockets
- ✓ Trouser with balloon pockets on the legs
- ✓ Black DI Boots
- ✓ Black Socks
- ✓ White hand gloves
- ✓ Yellow Luminous jacket
- ✓ Other accessories related to the uniform, as required

Note:

Images of each prescribed uniform shall be annexed to the bidding documents

Other Requirements

Item	Quantity (minimum Requirements)	Proposed number by the contractor
Raincoats	30	
Pair of Safety Shoes (Boots)	08	
Umbrella	30	
Rechargeable Torch	25	
Emergency Lamp	15	
Small Mobile Phone	12	
Motor Cycle (with fuel)	03 (Belihuloya-02 Medical Faculty-01)	
Three Wheeler (with fuel)	01	
Traffic Controlling Whistle	10	

SECTION – VII

ACTIVITY SCHEDULE

Proposed Security Activity Schedule at Belihuloya Premises in 2025/2026

S. No.	Location	Duty point		Day Shift						Night Shift				Total
		Name	No.	OIC	SSO	LSSO	SO	LSO	OIC	SSO	SO	LSO		
1	Ayurvedic Gate	Entrance Gate	1				1				1		2	
2	B-Room (Residence)	B-Room Area	2				1				1		2	
3	Cafeteria	Open Area	3				1				1		2	
4	CODL	Office area	4						1		1		2	
5	Faculty of Agriculture (Agriculture Farm)	Back Gate	5				1				1		2	
		Back Line	6				1				1		2	
		Farm Gate	7				1				1		2	
		Farm Office	8				1				1		2	
		Feeding Center	9								1		1	
		Security Office	10		1					1			2	
		Store Area	11								1		1	
		Back Gate	12				1				1		2	
		Main Entrance	13						1		1		2	
		Back Side	14				1				1		2	
7	Faculty of Agricultural Sciences (New)	Main Entrance	15				1				1		2	
		Reception Duty	16						1				1	
		Back Side	17				1				1		2	
		Innovation Centre	18						1		1		2	
	Faculty of Applied Science (Phase I)	Main Entrance	19						1		1		2	
		Back Door	20						1				1	
		Main Entrance	21							1		1	2	
10	Faculty of Computing	Lecture Halls	22						1		1		2	

S. No.	Location	Duty point		Day Shift						Night Shift				Total
		Name	No.	OIC	SSO	LSSO	SO	LSO	OIC	SSO	SO	LSO		
11	Faculty of Geomatics	Office Area	23					1			1		2	
		Back Door	24					1			1		2	
		Main Entrance	25				1				1		2	
12	Faculty of Graduate Studies	Office Area	26				1			1		2		
13	Faculty of Management Studies	Auditorium	27							1		1		
		Library	28					1				1		
		Main Entrance	29					1		1		2		
		Auditorium	30					1			1	2		
14	Faculty of Social Sciences & Languages	Language Centre	31							1		1		
		Main Entrance	32					1			1	2		
15	Faculty of Technology	Cafeteria	33				1						1	
		Guest House Area	34				1				1		2	
		Laboratory Buildings Parking Area	35				1				1		2	
		Library	36						1				1	
		Main Entrance	37		1					1			2	
		Reception Duty	38					1					1	
		Back Side	39				1				1		2	
		House area	40				1				1		2	
16	Green House	Building Area	41				1			1		2		
17	Guest Houses - C Type	Hostel area	42				1			1		2		
18	Hela Bojunhala	Hostel area	43				1			1		2		
19	Hostel - Boys (Asiri Hostel)	Hostel area	44				1			1		2		
20	Hostel - Boys (Dayashanthi Hostel)	Hostel area	45				1			1		2		
21	Hostel - Boys (Dilani Hostel)	Hostel area	46				1			1		2		
22	Hostel - Boys (Gunarathna Hostel)	Hostel area					1			1		2		
23	Hostel - Boys (Mahaweli hostel)	Hostel area					2			2		4		

S. No.	Location	Duty point		Day Shift						Night Shift				Total
		Name	No	OIC	SSO	LSSO	SO	LSO	OIC	SSO	SO	LSO		
24	Hostel - Boys (Mapatuna Hostel)	Hostel area	47				1				1		2	
		Back Gate	48				1				1		2	
25	Hostel - Boys (Sinharaja Hostel Complex)	Centre Point	49				1				1		2	
		Main Gate	50		1		1			1	1		4	
		Middle Gate	51				1				1		2	
26	Hostel - Boys (Sisira Hostel)	Hostel Area	52				1			1		2		
27	Hostel - Boys (Sithum Hostel)	Hostel Area	53				1			1		2		
28	Hostel - Girls (Ajantha Hostel)	Hostel Area	54						1			1	2	
29	Hostel - Girls (Anjalika Hostel)	Hostel Area	55						1			2	3	
30	Hostel - Girls (Chandrika Hostel)	Hostel Area	56						1			1	2	
31	Hostel - Girls (Gunawardana Hostel)	Hostel Area	57						1			1	2	
32	Hostel - Girls (Jayani)	Hostel Area	58						1			1	2	
33	Hostel - Girls (Karavita Hostel)	Hostel Area	59						1			1	2	
34	Hostel - Girls (Keerthisinghe Hostel)	Hostel Area	60						1			1	2	
35	Hostel - Girls (Kumarathunga Hostel)	Hostel Area	61						1			1	2	
36	Hostel - Girls (Kurunagala Hostel)	Hostel Area	62						1			1	2	
37	Hostel - Girls (Manamperi Hostel)	Hostel Area	63						1			1	2	
38	Hostel - Girls (Parana Walawa Hostel)	Hostel Area	64						1			1	2	
39	Hostel - Girls (Ravindra Hostel)	Hostel Area	65						1			1	2	
40	Hostel - Girls (Sahan Hostel)	Hostel Area	66						1			1	2	
41	Hostel - Girls (Samanala Hostel)	Hostel Area	67								1	1	4	
42	Hostel - Girls (Sewwandi Hostel)	Hostel Area	68									1	2	
43	Hostel - Girls (Sirimadura Hostel)	Hostel Area	69									2	3	
44	Hostel - Girls (Walawa Hostels)	A Hostel	70									2	4	

S. No.	Location	Duty point		Day Shift							Night Shift				Total
		Name	No.	OIC	SSO	LSSO	SO	LSO	OIC	SSO	SO	LSO			
		A, B Gate	71				1						1		2
		B Hostel	72					2						2	4
		C Gate	73				1						1		2
		C Hostel	74					2						2	4
45	Hostel - Girls (Wanasinghe Hostel)	Wanasinghe - 1	75					1						1	2
		Wanasinghe - 2	76											1	1
46	Hostel - Girls (Weerasinghe Hostel)	Hostel Area	77					1						2	3
47	Key Point	Key Point & Exam Branch	78					1					1		2
48	Kubalgama School	School Area	79				1						1		2
49	Main Auditorium	Gate area	80				1						1		2
50	Main Gate	Ambulance Duty	81					1						1	2
		Bike Petrol	82		1					1					2
		Checking point	83				1	1				1			3
		Common Duty	84		1			1		1					3
		Main Barrier	85					2	1				2		5
		Operation Room	86	1							1				2
		Library Entrance	87				1	1				1			3
		Relevant Area	88				1					1			2
53	Open Theatre	Front Area	89										1		2
		Gate area	90				1						1		2
55	Playground Pavilion	Entrance Door	91											1	1
56	Police Entrance	Checking point	92		1									1	2
		Main Barrier	93					2	1				2		5
57	Pre-school	Front Side	94								1				1

S. No.	Location	Duty point		Day Shift						Night Shift				Total
		Name	No.	OIC	SSO	LSSO	SO	LSO	OIC	SSO	SO	LSO		
58	Sarasawigama Housing Scheme Phase 1	Main Entrance	95				1				1		2	
59	Sarasawigama Housing Scheme Phase 2	Back Side	96				1				1		2	
		Main Entrance	97				1				1		2	
60	Student Service	Entrance Gate	98						1			1	2	
61	Vice-Chancellor office	Office Area	99				1				1		2	
62	Water Tank	Water Sump	100									1	2	
				1	6	0	51	49	1	6	68	29	211	
				107						104				211

Proposed Security Activity Schedule at Ratnapura Premises in 2025/2026

S. No.	Location	Name of the Duty point	Nos.	Day Shift						Night Shift				Total
				OIC	SSO	LSSO	SO	LSO	OIC	SSO	SO	LSO		
Veralupa Premises		Main Security Office	1	1			1			1		1		4
		Main Gate	2				2					2		4
		Dean Office Below Side	3					1				1		2
		Dean Office Back Side	4				1					1		2
		Lecture Hall Reception	5					1				1		2
		Lecture Hall - Petroling	6				1					1		2
		Main Auditorium	7		1		1				1	1		4
		Main Entrance	8				1					1		2
		Hostel Back Entrance	9				1					1		2
		Hostel Side Entrance	10				1					1		2
		Staff Quarters	11				1					1		2

S. No.	Location	Name of the Duty point	Nos	Day Shift						Night Shift				Total
				OIC	SSO	LSSO	SO	LSO	OIC	SSO	SO	LSO		
		Back Gate	12				2					2		4
		Hostels - Male	13				3					3		6
		Hostels - Female	14					3					3	6
2	Professorial Unit	Front Area	15				2					2		4
3	Quarters - Professors	Quarters Area	16				1					1		2
4	Batuhena Premises	Main gate	17		1		1	1			1	2		6
		Hostels - Female	18					1					1	2
				1	2	0	19	7		1	2	22	4	58
				29						29				

		Day Shift			Night Shift		
		Male	Female	Total	Male	Female	Total
1	Belihuloya Premises	58	49	107	75	29	104
2	Ratnapura Premises	22	7	29	25	4	29
	Total for both premises	80	56	136	100	33	133
3	Emergency and Future Reuirement when necessary	8	6	14	10	4	14
	Total	88	62	150	110	37	147
							297

Summary of daily on duty personnel

2	Officer In Charge (OIC) should have Ten Years Experience in the Forces or Police of Sri Lanka	4
3	Senior Security Officer (SSO) should have Five Years Experience in the Forces or Police of Sri Lanka	16
4	Lady Senior Security Officer (LSSO) should have Five Years Security Experience	0
5	Male Security Officers	160
6	Lady Security Officers	89
		269

SECTION – VIII

FORMS OF SECURITIES

Bid Security (Bank Guarantee)

(Validity from 12/11/2025 to 12/02/2026)

Whereas, *[name of Bidder]* (hereinafter called “the Bidder”) has submitted his Bid dated *[date]* for providing Services for *[name of Contract]* (hereinafter called “the Bid”).

Know all people by these presents that We *[name of Agency]* having our registered office at *[address]* (hereinafter called “the Bank”) are bound unto *[name of Employer]* (hereinafter called “the Employer”) in the sum of *[The Bidder should insert the amount of the Guarantee in words and figures]* for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[day]* day of *[month]*, *[year]*.

The conditions of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 22,

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to 20th February 2026 is stated in the Section 2 :Bidding Data or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date

Signature of the Authorized Person (Bank)

Seal / Rubber stamp

Witness

.....

.....

[Signature, name, and address]

Performance Bank Guarantee (Unconditional)

To: *[name and address of Employer]*

Whereas *[name and address of Service Provider]* (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to execute *[name of Contract and brief description of Services]* (hereinafter called "the Contract");

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of *[amount of Guarantee]* *[amount in words]*, such sum being payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contractor of the Services to be performed there under or of any of the Contract 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 any such change, addition, or modification. This Guarantee shall be valid 06 months from the date of Contract signing..

Signature and seal / rubber stamp of the Guarantor:

Name of Bank

Address

.....

.....

Date

SECTION – IX

CHECKLIST FOR SUBMISSION IF DOCUMENTARY EVIDENCE WITH THE BIDDING DOCUMENT

Section IX

Checklist for submission if documentary evidence with the Bidding Document

Bid document should be organized as follows;

		Page Numbers
<u>Section 01: Basic Information</u>		
1.1	The original of the Bid issued by the Sabaragamuwa University of Sri Lanka should be typed or written in indelible ink and should be signed by a person or persons duly authorized to sign on behalf of the Bidder. Particularly recheck whether the following documents are filled and signed. • Conditions of Contract • Form of Bid • Form of Bid amount	
1.2	Tender Receipt.	
1.3	Bid Security.	
1.4	A certified copy of a Legal Status of the bidder.	
1.5	A certified copy of a Letter from Ministry of Defense to prove that the security firm has been provided with a license.	
<u>Section 02: Experience in similar assignments</u>		
2.1	Security service contracts with minimum work force of 100 security staff (Fill Table 01 in Schedule B) for the last three years.	
2.2	Certified copies of letters issued by clients or service agreements to prove security service contracts with minimum work force of 100 security staff.	
2.3	Client's Reference during the last three years (Fill Table 02 in Schedule B).	
2.4	Reference letters from clients on bidder's past performance.	
<u>Section 03: Work plan and Staff capacity</u>		
3.1	A brief report (maximum 1500 words) of management mechanism to provide an efficient security service to different sites in the University and security management hierarchy at the site and staff training plan (as mention in schedule C).	
3.2	A brief report of key officers and their qualifications (as mention in schedule C).	
3.3	List of equipment and vehicles to be utilized to provide an efficient service (as mention in Annexure-II).	
<u>Section 04: EPF, ETF and VAT Information</u>		
4.1	Proof for the payment of EPF for past 36 months.	
4.2	Proof for the payment of ETF for past 36 months.	
4.3	A certified copy of VAT/tax registration.	
<u>Section 05: Financial Capability</u>		
5.1	Audited accounts for last 4 years.	
5.2	Details of bankers for last 4 years (bank statements, overdraft facility etc.).	
5.3	Details about Insurance public liability and workmen.	

Separate copy of the whole bid document should be submitted.