



Sabaragamuwa University of Sri Lanka

Bidding Document

Outsourcing Private Security Services for the year 2027

Contract No: SU/GA/03/2026-02

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

CONTENTS

Description		Page
Invitation for Bids		01
Section I	Instructions to Bidders	04
Section II	Conditions of Contract	12
Section III	Contract Data	20
Section IV	Bidding Data	22
Section V	Form of Bid, Qualification Information, Non-Collusion Declaration, Letter of Acceptance and Form of Contract	27
Section VI	Employer's Requirements	42
	Annexure 01: Uniforms for Employees of the Security Service	47
	Annexure 02: Other Requirements	49
Section VII	Activity Schedule	50
Section VIII	Forms of Securities	57
Section IX	Organizing the Bid Document	60

INVITATION FOR BIDS



SABARAGAMUWA UNIVERSITY OF SRI LANKA

INVITATION FOR BIDS (IFB)

OUTSOURCING OF PRIVATE SECURITY SERVICES FOR THE YEAR 2026/2027

Contract No: SU/GA/03/2026-02

The Chairman of the Department Procurement Committee of the University invites sealed bids from eligible and qualified bidders for the Outsourcing of Private Security Services for the year 2026/2027 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 01.01.2027 to 31.12.2027 (Inclusive).
3. Bidders with a valid license from the **Ministry of Defence** are eligible to bid to provide Private Security Services for the Sabaragamuwa University of Sri Lanka for the 2027 period.
4. Bidder shall produce a valid certificate of registration as a firm or individual organization for providing Private Security Services.
5. Eligible bidders should not be blacklisted by any University or other public institution.
6. The bidder shall have at least three (03) years of satisfactory experience in providing private security services to a public sector institution or public corporation, and must have successfully managed at least one contract involving a minimum of hundred (100) workers at a single site.
7. Bidder should produce documentary evidence of EPF and ETF payments for the last three (03) years (from January 2023 to December 2025).
8. 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 27.10.2026 to 11.11.2026**, 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. A soft copy of the bidding document will be uploaded to the University website for reference purposes only.

9. The bidder shall furnish an unconditional bank guarantee 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 favor of the Vice-Chancellor, Sabaragamuwa University of Sri Lanka, as the bid guarantee, along with the sealed bid. The bid guarantee must remain valid until **10.03.2027**.
10. Sealed envelopes containing the completed bids and their duplicates should be clearly marked "**Outsourcing of Private Security Service for the Year 2027**" at the top left corner and sent by registered post to reach "**The Chairman, Department Procurement Committee, General Administration Branch, Sabaragamuwa University of Sri Lanka, P.O. Box 02, Belihuloya**" on or before 2:15 p.m. on 11.11.2026, or may be deposited in the Tender Box located at the General Administration Branch of the University.
11. Bids will be opened at 2:45 p.m. on **11.11.2026** at the Office of the Registrar, Sabaragamuwa University of Sri Lanka, Belihuloya. Bidders or their authorized representatives may be present during the bid opening.
12. Any bids submitted after the deadline will be rejected.
13. A pre-bid meeting will be held at 2:00 p.m. on **03.11.2026** in the Board Room of the Office of the Vice-Chancellor, Sabaragamuwa University of Sri Lanka, Belihuloya.
14. Further information regarding this tender can be obtained from the Senior Assistant Registrar, General Administration, Sabaragamuwa University of Sri Lanka, during working hours (Tel: 045-2280027 / 045-2280009).
15. The decision of the University Procurement Committee shall be final, and any canvassing with university officials is strictly prohibited.

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

25.10.2026

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 IV - 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 Section IV - bidding data.
 - 1.2 The successful bidder will be expected to complete the performance of the services by the intended completion date provided in section IV - bidding data.
- 2. Qualification and Experience of the Bidder**
 - 2.1 The bidder shall not be a blacklisted service provider at the time of bidding and at the time of contract award. To qualify for the contract award, the successful bidder should have been registered in the institution as described in Bidding Data and hold a valid registration from the deadline of submission bids until the expiry of the original validity of the bid.
 - 2.2 All bidders shall provide in Section V, Forms of Bid, Qualification and Experience Information.
 - 2.3 If stated in the Bidding Data, all bidders shall include the following information and documents with their bids in Section V:
 - a. List of Services performed during last three years. (2022/2023, 2023/2024, 2024/2025)
 - b. Work plan and methodology.
 - c. Copies of EPF and ETF statements for the last two years (2023/2024 and 2024/2025) for at least 100 employees.
 - d. Adequacy of the security material/ equipment proposed to be used to carry out the contract.
 1. Full uniform with all the relevant items;
 2. Rain coats;
 3. Boots;
 4. Flashlight/ Torch;
 5. Notepad and pen;
 6. Two-way radio (Walki-talky) (minimum of 15 walki-talkies essential) and any other communication equipment (when required);
 7. Metal detectors (when required).
 - e. The references made by previous clients in past three years (2022/2023, 2023/2024, 2024/2025).
 - f. Financial Capacity for last three years (2022/2023, 2023/2024, 2024/2025).
 - g. Basic requirements of key staff proposed for the contract.
 1. Age must be between 18 and 65 years. For up to 10% of the total required security personnel, the age limit may be extended to 68

years, provided the contractor submits a medical certificate confirming fitness to work.

2. Minimum required height: 5'2".
3. All security guards must be in good mental and physical health.
4. Must have passed the Grade 8 examination and possess acceptable literacy skills.

- | | | |
|---------------------------|-----|---|
| 3. Cost of Bidding | 3.1 | The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding process. |
| 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 into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense. |

B. BIDDING DOCUMENTS

- | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|-------------|--------------------|--------------|-------------------------|---------------|------------------------|--------------|---------------|-------------|--------------|--|--|--------------|-------------------------|---------------|-------------------|----------------|---------------------|--------------|------------|-------------|--|-------------|--------------------|
| 5. Content of Bidding Documents | 5.1 | <p>The set of bidding documents comprises the documents listed below:</p> <table border="0" style="margin-left: 40px;"> <tr><td>Section – I</td><td>Invitation for Bid</td></tr> <tr><td>Section – II</td><td>Instructions to Bidders</td></tr> <tr><td>Section – III</td><td>Conditions of Contract</td></tr> <tr><td>Section – IV</td><td>Contract Data</td></tr> <tr><td>Section – V</td><td>Bidding Data</td></tr> <tr><td></td><td>Form of Bid, Qualification Information, Letter of Acceptance, Non-Collusion Declaration and Form of Contract</td></tr> <tr><td>Section – VI</td><td>Employer's Requirements</td></tr> <tr><td>Section – VII</td><td>Activity Schedule</td></tr> <tr><td>Section – VIII</td><td>Forms of Securities</td></tr> <tr><td>Section – IX</td><td>Check List</td></tr> <tr><td>Annexure 01</td><td>Uniforms for Employees of the Security Service</td></tr> <tr><td>Annexure 02</td><td>Other Requirements</td></tr> </table> | Section – I | Invitation for Bid | Section – II | Instructions to Bidders | Section – III | Conditions of Contract | Section – IV | Contract Data | Section – V | Bidding Data | | Form of Bid, Qualification Information, Letter of Acceptance, Non-Collusion Declaration and Form of Contract | Section – VI | Employer's Requirements | Section – VII | Activity Schedule | Section – VIII | Forms of Securities | Section – IX | Check List | Annexure 01 | Uniforms for Employees of the Security Service | Annexure 02 | Other Requirements |
| Section – I | Invitation for Bid | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section – II | Instructions to Bidders | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section – III | Conditions of Contract | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section – IV | Contract Data | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section – V | Bidding Data | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Form of Bid, Qualification Information, Letter of Acceptance, Non-Collusion Declaration and Form of Contract | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section – VI | Employer's Requirements | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section – VII | Activity Schedule | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section – VIII | Forms of Securities | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section – IX | Check List | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 of the bidding documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid. | | | | | | | | | | | | | | | | | | | | | | | | |

C. PREPARATION OF BIDS

- | | | |
|--|-----|--|
| 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 | <p>The Bid shall comprise the following:</p> <ol style="list-style-type: none"> (a) Bid Submission Form and the applicable Price Schedules, in accordance with Instructions to Bidders (ITB) Clauses 5; (a) Bid Security, in accordance with ITB Clauses 14; (b) Documentary evidence in accordance with ITB Clauses 2.3, that the Related Services conform to the Procurement Documents; (c) Documentary evidence in accordance with ITB Clause 2.3 |

establishing the Bidder's qualifications to perform the contract if its bid is accepted; and

(d) any other document required in the Bidding Data Sheet (BDS)

- | | |
|--|---|
| 9 Bid Submission Form and Price Schedules | 9.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section III, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested. |
| 10 Alternative Bids | 10.1 Alternative bids shall not be considered. |
| 11. Bid Prices | <p>11.1 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.</p> <p>11.2 The Bidder shall fill in rates and prices for all items of the Services described in the Employer's Requirements, Section VI and listed in the Price Schedule, Section VII. 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 to be covered by the other rates and prices in the Activity Schedule.</p> <p>11.3 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.</p> |
| 12. Currency of Bid and Payment | 12.1 All prices quoted by the Bidder shall be in Sri Lanka Rupees. |
| 13. Bid Validity | <p>13.1 Bids shall remain valid for the period specified in the Bidding Data.</p> <p>13.2 In exceptional circumstances, the Employer may request that the bidders 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 (if submitted). 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 (if submitted) for the period of the extension, and in compliance with Clause 14 in all respects.</p> |
| 14. Bid Security | <p>14.1 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.</p> <p>14.2 If a Bid Security is requested under sub-clause 14.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.</p> <p>14.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 14.1.</p> <p>14.4 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security (if required).</p> |

14.5 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 24; or
- (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - (i) sign the Contract; or
 - (ii) furnish the required Performance Security

**15. Format and
Signing of Bid**

- 15.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.
- 15.2 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.
- 15.3 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

**16. Submission,
Sealing and
Marking of Bids**

- 16.1 Bidders may always submit their bids by registered post or by hand.
 - (a) Bidders submitting bids by registered post or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copy shall then be enclosed in one single envelope,
- 16.2 The inner and outer envelopes shall:
 - (a) Bear the name and address of the Bidder;
 - (b) be addressed to the Employer in accordance with ITB Sub-Clause 17.1;
 - (c) bear the specific identification of this bidding process as indicated in the BDS; and
 - (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 19.1.

If all envelopes are not sealed and marked as required, the Employer will assume no responsibility for the misplacement or premature opening of the bid.

**17. Deadline for
Submission of
Bids**

- 17.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the Bidding Data.

17.2 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.

18. Late Bids

18.1 Any Bid received by the Employer after the deadline prescribed in Clause 17 will be returned unopened to the Bidder.

E. BID OPENING AND EVALUATION

19. Bid Opening

19.1 The Employer will open the envelope marked, **“ORIGINAL”**, in the presence of the Bidders’ designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation for Bid. The Bidders’ representatives who are present shall confirm their attendance by signing the attendance sheet.

19.2 The Bidders’ names, the presence (or absence) of Bid security, the presence (or absence) of the Financial Bid, and any such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.

20. Clarification of Bids

20.1 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 24.

21. Examination of Bids and Determination of Responsiveness

21.1 Prior to the detailed evaluation of bids, using the information provided in the bid, the Employer will determine whether each Bid (a) is accompanied by the required securities (if requested); and (b) is substantially responsive to the requirements of the procurement documents.

21.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer’s Requirements of the procurement 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 procurement 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.

21.3 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 nonconforming deviation or reservation.

22. Evaluation of Qualification and Experience

22.1 The Client will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 21.

22.2 At the detailed evaluation of substantial responsive Bids, the Employer evaluates the Qualification and Experience on the basis of their responsiveness to the Employer’s Requirements, applying the evaluation criteria specified in Sub -Clause 21.2.

- 22.3 During the evaluation of qualification and experience, the Employer will determine whether the Bidders are qualified and whether substantially responsive to the requirements set forth in the Procurement Document and Contract Data. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Procurement Document.
- 22.4 A Bid shall be rejected at this stage prior to the financial evaluation if it does not respond to important aspects of the Employer's Requirements.
- 23. Evaluation of Financial Qualifications**
- 23.1 After the evaluation of Qualification and Experience is completed, the Employer shall notify those Bidders whose qualification and experience did not meet the minimum requirement of Employer's Requirements or non-responsive to the Employer's Requirements, indicating that their bid shall be rejected before the financial evaluation.
- 23.2 In evaluating the Financial Bid, the Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows:
- (a) correcting the arithmetical errors in-pursuant to Clause 24;
 - (b) applying any discounts offered by the Bidder.
- 24. Correction of Errors**
- 24.1 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 Procurement document shall not be taken into account in Bid evaluation.
- 24.2 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: 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; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
- 24.3 The amount stated in the 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 14.

F. AWARD OF CONTRACT

- 25. Award Criteria**
- 25.1 Subject to Clause 26, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the procurement documents and who has offered the lowest evaluated Bid price.
- 26. Employer's Right to Accept any Bid and to Reject any or all Bids**
- 26.1 Notwithstanding Clause 25, the Employer reserves the right to accept or reject any Bid, and to cancel the procurement 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.
- 27. Notification of**
- 27.1 The Bidder whose Bid has been accepted will be notified in writing, of the

Award and Signing of Agreement	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 Contract (hereinafter and in the Contract called the “Contract Price”).
	27.2 The notification of award will constitute the formation of the Contract.
	27.3 The Contract, in the form provided in the procurement documents, will incorporate all agreements between the Employer and the successful Bidder.
28. Performance Security	28.1 If 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 Security in the amount and in the form (Bank Guarantee and/ or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.
29 Insurance	29.1 The minimum insurance covers shall be: (a) The minimum cover for insurance of Employer's property is 110% of the initial contract price. (b) The minimum cover for personal injury or death, for third party and employees of the Employer and other persons engaged by the Employer in the Workers is Rs. 1,000,000.00 for Contractor's workmen per event.
30 Appealing procedure	30.1 Appealing procedure relating to this procurement shall conduct according to Procurement Guideline 2024 and Procurement Manual 2024.

SECTION – II

CONDITIONS OF CONTRACT

Section – II: Conditions of Contract

01. General Provisions

1.1. 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) “**Completion Date**” means the date of completion of the Services by the Service Provider as certified by the Employer;
- (c) “**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;
- (d) “**Contract Price**” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) “**Employer**” means the party who employs the Service Provider;
- (f) “**Party**” means the Employer or the Service Provider, as the case may be, and “**Parties**” means both of them;
- (g) “**Personnel**” means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;
- (h) “**Service Provider**” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
- (i) “**Service Provider’s Bid**” means the completed bidding document submitted by the Service Provider to the Employer;
- (j) “**Employer’s Requirements**” means the Employer’s Requirements of the service included in the bidding document submitted by the Service Provider to the Employer;
- (k) “**Services**” means the work to be performed by the Service Provider pursuant to this Contract, as described in the Employer’s Requirements and Schedule of Activities included in the Service Provider’s Bid.

1.2. Applicable Law

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

1.3. Language

This Contract has been executed in **English** Language.

1.4. Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing 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.

- 1.5. Location** The Services shall be performed at such locations as are specified in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.
- 1.6. 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.

02. Commencement, Completion, Modification, and Termination of Contract

- 2.1. 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.
- 2.2. Starting Date** The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the Contract Data.
- 2.3. Intended Completion Date** Unless terminated earlier pursuant to Clause 2.6, 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 3.6. In this case, the Completion Date will be the date of completion of all activities.
- 2.4. Contract Period** Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall provide the Service up to the satisfaction of the Employer throughout the period as specified in the Contract Data under Contract Period.
- 2.5. Force Majeure**
- 2.5.1. 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.
- 2.5.2. 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 insofar 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.
- 2.5.3. 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.
- 2.5.4. 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.

2.6. Termination

2.6.1. 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 2.6.1 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 become insolvent or bankrupt;
- (c) 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
- (d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.7;
- (e) 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 3.6.1 and the Contract Data.;
- (f) if the Employer, in its sole discretion, decides to terminate this Contract.

2.6.2. 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 2.6.

- (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 7 within forty-two (42) 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 fifty-six (56) days.

2.6.3. Payment upon Termination

Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

- (a) remuneration pursuant to Clause 6 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 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

03. Obligations of the Service Provider

- 3.1. General** The Service Providers 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. The Service Providers 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.
- 3.2. Confidentiality** The Service Providers, their Subcontractors, and the Personnel of either of them 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.
- 3.3. Service Providers' Actions Requiring Employer's Prior Approval** The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services.
 - (b) appointing such members of the Personnel not listed by name of the Key Personnel and Subcontractors.
 - (c) changing the Program of activities; and
 - (d) any other action that may be specified in the Contract Data.
- 3.4. Reporting Obligations** The Service Providers shall submit to the Employer the reports and documents as specified by the Employer in the Form, in the numbers, and within the periods set forth by the Employer.
- 3.5. 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 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.
- 3.6. Liquidated Damages**
- 3.6.1. 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.
- 3.6.2. 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 6.5.

- 3.7. 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 bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.

04. Service Provider's Personnel

- 4.1. Description of Personnel** The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel should be described in the document of Key Staff.
- 4.2. 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.

05. Obligations of the Employer

- 5.1. Assistance and Exemptions** The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC.
- 5.2. 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 Clause 6.2, as the case may be.

06. Payments to the Service Provider

- 6.1. Lump-Sum Remuneration** The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Providers in carrying out the Services described in Price Schedule. Except as provided in

Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3.

- | | |
|--|---|
| 6.2. Contract Price | The Contract Price is set forth in the Contract Data. |
| 6.3 Payment for Additional Services, and Performance Incentive Compensation | For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4. |
| 6.4 Terms and Conditions of Payment | Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. Unless otherwise stated in the Contract Data, first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the Contract Data. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due. |
| 6.5 Interest on Delayed Payment | If the Employer has delayed payments beyond fifteen (28) 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. |

07. Quality Control

- | | |
|--|---|
| 7.1. 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. |
| 7.2. Correction of Defects, and Lack of Performance Penalty | <p>(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.</p> <p>(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.</p> <p>(c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in Clause 3.6.</p> |

08. Settlement of Disputes

- | | |
|---------------------------------|---|
| 8.1. 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. |
| 8.2 Dispute Settlement | <p>8.2.1. 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 no settled amicably in as with sub clause 8.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.</p> |

8.2.2. The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3.

8.2.3. 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

- 01 The Employer, Sabaragamuwa University of Sri Lanka, shall not be liable for any loss, damage, or delay incurred by the Company/Firm due to war, civil disturbances, strikes, lockouts, epidemics, earthquakes, fire, storms, floods, or any other events beyond the University's control.
- 02 The Company/Firm shall indemnify the University against any claims by, or on behalf of, employees engaged under this contract, in accordance with the Workmen's Compensation Ordinance and its statutory amendments or extensions.
- 03 Salaries of security staff shall comply with the rates approved by the Wages Board Ordinance, for both operational and supervisory roles.
- 04 The Employer shall not be responsible for the payment of EPF and ETF to the Service Provider's employees. The Service Provider shall be fully responsible for ensuring timely payment of EPF and ETF in accordance with applicable labor regulations.

I/We certify that I/We have read and fully understood the Conditions of Contract. I/We undertake that, if our Bid is accepted, we will commence the services as stipulated and Outsourcing Private Security Services for the specified period.

Authorized signature(s) of Bidder : _____
Name : _____
In the Capacity of : _____
Name of Company/ Firm : _____

Company/ Firm Seal:

SECTION – III

CONTRACT DATA

Conditions of Contract Clause	Amendments or Supplements to, Clauses in the Conditions of Contract
1.1(c)	The contract name is Outsourcing of Private Security Services – 2027 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 contract shall come into effect after signing an agreement. An agreement shall be signed within 14 days of issuing Letter of Acceptance /Award.
2.2	The Starting Date for the commencement of Services is to be filled after selection.
2.3	The Intended Completion Date is <i>to be filled after selection</i> .
3.7	Performance Guarantee shall be five percent (5%) 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 - IV

BIDDING DATA SHEET

	Section – IV: Bidding Data Sheet
ITB Clause Reference	Amendments or Supplements to, Sections in the Instructions to Bidders
1.1	The Employer is the Vice-Chancellor, Sabaragamuwa University of Sri Lanka, Belihuloya.
	The name and identification number of the Contract are: Name: Outsourcing of Private Security Services for the year 2027 Contract No.: SU/GA/03/2026-02
1.2	The intended contract shall be for a period of one (01) year, commencing on 01.01.2027 and ending on 31.12.2027 (inclusive).
2.2	The information required from bidders in Sub-Clause 2.2 is:
	(g) Details relevant to evaluate bidder's capacity
	(a) Bidder Qualification – The bidder shall be a registered business entity and must possess a valid license issued by the Ministry of Defence for operating a security service. A certified copy of the license shall be attached.
	(b) Legal Status – The Bidder must submit proof of legal status (public company, private company, partnership, or sole proprietorship) with the bid.
	(c) List of Services – The bidder shall have at least three (03) years of satisfactory experience in providing security service to a public sector institution or public corporation, and must have successfully managed at least one contract involving a minimum of one hundred (100) workers at a single site.
	(d) Experience – The Bidder must provide details of services of a similar nature performed over the last three years, including ongoing or contractually committed projects, along with the names and addresses of clients who can provide references.
	(e) Client References – The Bidder must submit reference letters from clients regarding past performance.
	(f) Key Staff – The Bidder must provide the qualifications and experience of key staff proposed for the services.
	(g) EPF/ETF Registration – The Bidder must provide proof of registration with the relevant authority for EPF and ETF contributions.
	(h) VAT Registration – The Bidder must provide VAT registration details. If not registered, a letter from the Commissioner of the Department of Inland Revenue confirming exemption from VAT

	collection must be submitted with the bid.
	(i) List of Equipment - The Bidder must submit a list of equipment proposed for use in delivering efficient services to the Employer.
	(j) Insurance Information – The Bidder must provide details of public liability and workmen’s compensation insurance.
	(k) PCA 03 Certificate issued by the Registrar of Public Contracts - The Bidder must produce PCA 03 Certificate issued by the Registrar of Public Contracts
	(ii) Details relevant to evaluate the financial capacity of the bidder –
	(a) Audited financial statements for last three years (2022/2023, 2023/2024, 2024/2025)
	(b) Details of Bankers
	(c) Credit facilities for Rs. 5 million available to the bidder from a bank or recognized financial institution. It should be addressed to the Vice Chancellor, Sabaragamuwa University of Sri Lanka and should be exclusively for this service.
	(iii) A brief report (maximum 1,500 words) shall be submitted outlining the management hierarchy, site work plan (including organization and procedures), and staff training plan to ensure efficient delivery of Security Service for Sabaragamuwa University of Sri Lanka.
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.
13.1	The Bid validity period shall be 91 days from the deadline for bid submission, up to 10.02.2027 .
14.1	The Bid Security shall be Sri Lankan Rupees One Million Five Hundred Thousand only (LKR 1,500,000.00). It shall be provided either as a Bank Guarantee issued by a commercial bank approved by the Central Bank of Sri Lanka or as a cash deposit to the Sabaragamuwa University of Sri Lanka.
	If the Bid Security is provided as a cash deposit, the original receipt shall be attached to the bid. The Bank Guarantee shall be irrevocable and unconditional, and payable upon the first written demand of the University, in the format provided in the bidding document.
	The Bid Security validity period shall be 119 days from the deadline for bid submission, up to valid until 10.03.2027 .
15.2	The signatory of the bid shall be duly authorized . A certified copy of the Board Resolution or Power of Attorney authorizing the signatory, for organizations other than sole proprietorships, shall be submitted with the bid.

17.	The address of submission bid: Chairman, Department Procurement Committee (Major), Sabaragamuwa University of Sri Lanka, P.O. Box: 02, Belihuloya.			
	The deadline for submission of Bids shall be 11.11.2026 at 2:15 p.m.			
19.1	Bids will be opened at 2:45 p.m. on 11.11.2026 at the following address: Office of the Registrar, Sabaragamuwa University of Sri Lanka, P.O. Box 02, Belihuloya.			
28.1	Amount of Performance Security is five (5%) percent of the initial contract Price. The standard form of Performance security acceptable to the employer shall be a bank guarantee issued by a commercial bank approved by the Central Bank of Sri Lanka. (The acceptable form is given in section VII of the Bidding Document).			
29.1	The minimum insurance covers shall be:			
	a. The minimum cover for insurance of Employer's property is 110% of the initial contract price.			
	b. The minimum cover for personal injury or death, for third party and employees of the Employer and other persons engaged by the Employer in the Workers is Sri Lankan rupees One Million (LKR. 1,000,000.00) for Contractor's workmen per event.			
22	Criteria for Evaluation of Qualification and Experience: Obtaining minimum points is the prerequisite to consider for price evaluation.			
	S/No	Criteria	Maximum Points	Minimum Points
	1.	Basic Requirements	10	10
	2.	Experience in Similar Assignments	40	30
	3.	Vehicles and Accessories	05	03
	4.	Payment of EPF and ETF	15	15
	5.	Client Reference	15	06
	6.	Financial Capability	15	15
		Total	100	79
	1. <u>Basic Requirements</u> The evaluation will consider the bidder's compliance with the following basic requirements: a) 05 marks for a valid company registration. b) 05 marks for a valid license issued by the Ministry of Defence.			
	2. <u>Experience in Similar assignments</u> The evaluation will consider the bidder's experience in similar assignments as follows:			

	a) 10 marks for each contract involving more than 100 security workers per day (Maximum: 10 marks). b) 05 marks for each contract involving more than 50 security workers per day (Maximum: 10 marks). c) 05 marks for each security contract completed within the last three (03) years (Maximum: 20 marks).
	3. <u>Vehicles and accessories</u> The adequacy of the vehicle and accessories specified by the Employer in Form-B will be evaluated at 0.2 marks per item, subject to a maximum of 15 marks.
	4. <u>Payment of EPF, ETF</u> The Bidder shall submit proof of EPF and ETF payments for at least 75 employees for the past three years (2022/2023, 2023/2024, and 2024/2025), clearly indicating the total number of employees covered. (2.5 marks will be awarded for each year of EPF submission and 2.5 marks for each year of ETF submission, respectively)
	5. <u>Client's Reference</u> Client references for contracts carried out during the last three years in public sector institutions (e.g., hospitals, banks, airports, universities, and other educational institutions) and reputed private sector organizations will be evaluated based on the quality of services provided by the Bidder (1.5 marks per client).
	6. <u>Financial Capability</u> • All financial aspects, including annual turnover and other financial information in audited financial statements will be evaluated. Audited financial statements for the last three years (2022/2023, 2023/2024, 2024/2025) must be submitted, with an annual turnover exceeding Rs. 30 million for each year (04 marks per year). • Credit facility of Rs. 5 million, specifically allocated for this service, addressed to the Vice-Chancellor of the Sabaragamuwa University of Sri Lanka, shall be provided (3 marks).
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 five 5% of the Contract Price.

SECTION – V

FORM OF BID, QUALIFICATION INFORMATION, NON-COLLUSION AFFIDAVIT, LETTER OF ACCEPTANCE AND FORM OF CONTRACT

FORM OF BID

Providing Private Security Services for the year 2027

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/03/2026-02**, 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:	

Qualification Information of Security Firm / Company

To be completed by the bidder and submitted with 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 copy):
- (a) Date of Registration (b) Expiry Date:
- (c) Date of Renewal (if any):
04. Legal Status (*Type of Business: Public Company/ Private Company/ Partnership/ Sole Proprietor/ Registered Business Organization. (Certified copies of registration shall be attached to the bid.)*).....
05. Blacklisted Contractors: Have you ever been declared a defaulting contractor by the NPA or any other agency? Yes /No (write off the inappropriate answer). If yes provide details.
06. 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):
07. SSCL Registration Number (*A certified copy shall be attached to the bid*):
08. Financial **Qualifications:** The average service turnover for the last three years (2022/2023, 2023/2024, 2024/2025) shall be no less than LKR 30 million. (*Attach certified audited financial statements.*)
- 8.1. 2022/2023 Rs.
- 8.2. 2023/2024 Rs.
- 8.3. 2024/2025 Rs.

The minimum credit facility shall be at least LKR 5 million that should be addressed to the Vice Chancellor, Sabaragamuwa University of Sri Lanka. (*Original document should be Attached with the bidding documents.*)

09. 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.*)

10. How will you discharge services when there is a strike or when a curfew/lockdown is imposed?
Please give details:

.....
.....
.....

11. State whether you provide Walkie-Talkies, Cellular Phones and Paging facilities to your security staff:

.....
.....

Authorized signature(s) of Bidder : _____
Name : _____
In the Capacity of : _____
Name of Company/ Firm : _____

Company/ Firm Seal:

Qualification Information

Notes on Form of Qualification Information

The information to be filled in by bidders in the following pages will be used for purposes of bid evaluation as described in the Instructions to Bidders. Attach additional pages as necessary

Schedule A - Experience in Similar Assignments for last three years (2022/2023, 2023/2024, 2024/2025)

Documentary evidence must be provided. Bids without the required documents (e.g., award letters, service completion certificates) will not be considered for evaluation.

Period		Employer (Name and address)	Description of Service	No. of workers provided	Amount Per Annum (Rs.)	Contact details (Address, Fax or e-mail & Name of contact person)
From	To					
DD/MM/YY	DD/MM/YY					

Authorized signature(s) of Bidder : _____

Name : _____

In the Capacity of : _____

Name of Company/ Firm : _____

Company/ Firm Seal:

Non-Collusion Declaration
(Procurement Guideline Reference - 1.5)

I, the undersigned bidder/bidder's representative/bidder's agent, honestly, truthfully and solemnly declare that;

- a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;
- b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid **(Bid No: SU/GA/03/2026-02)**;
- c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

.....
Signature of the Declarant

Schedule B

Detailed Price Schedule

Amount charged for an Officer In-Charge (OIC) per shift of 12 hours = Rs.
Amount charged for a Senior Security Officer (SSO) per shift of 12 hours = Rs.
Amount charged for a Security Officer (SO) per shift of 12 hours = Rs.
Amount charged for a Lady Security Officer (LSO) per shift of 12 hours = Rs.

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	97			
LSO	83			
Total	200			
Total without VAT (Rs.)				
VAT (Rs.)				
Grand Total with VAT (Rs.)				

Total cost for One Year (01.01.2027 to 31.12.2027 (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 :

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]

SABARAGAMUWA UNIVERSITY OF SRI LANKA

BID FOR PROVIDING PRIVATE SECURITY SERVICES FOR THE YEAR 2027

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 - B.
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 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
 - Wages 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. For up to 10% of the total required security personnel, the age limit may be extended to 68 years, provided the contractor submits a medical certificate confirming fitness to work. 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 this day of 2026 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)

Signature :

Name :

NIC No. :

Address :

Date :

Witness (2)

Signature :

Name :

NIC No. :

Address :

Date :

SABARAGAMUWA UNIVERSITY OF SRI LANKA

BID FOR PROVIDING PRIVATE SECURITY SERVICES FOR THE YEAR 2027

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 – 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 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

Annexure - 02

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

Section VII-Activity Shedule

Proposed Security Deployment Schedule for Belihuloya Premises in 2027

S. No.	Location	Name of the Duty point	Day Shift					Night Shift					Total
			Nos.	OIC	SSO	SO	LSO	Nos.	OIC	SSO	SO	LSO	
1	Main Gate	Operation Room	1	1				1	1			2	
		Main Barrier	2			2	1	2		2		5	
		Checking point	3		1		1	3		1		3	
		Common Duty	4				1	4				1	
		Ambulance Duty	5				1	5			1	2	
2	Vice Chancellor office	Office area	6			1		6				1	
3	Main Auditorium gate	Gate area	7		1	1		7		1	1	4	
4	CODL	Office area	8				1	8				1	
5	Ayurvedic Gate	Entrance gate	9			1		9			1	2	
6	Faculty of Computer Science	Office area	10				1	10		1		2	
		Lecture hall	11				1	11				1	
7	Guest House	House area	12			1		12		1		2	
8	Main Library	Library Entrance	13				1	13		1		2	
9	Open theatre	Front Area	14					14		1		1	
10	Hela bojun hala	Front Area	15			1		15		1		2	
11	Number 2 Gate(near the police station)	Main Barrier	16			2	1	16		2		5	
		Checking point	17		1			17		1		2	
12	Number 3 Gate	Gate area	18			1		18		1		2	
13	Applied Science Phase I	Main Entrance	19				1	19		1		2	
14	Applied Science Phase II	Main Entrance	20				1	20		1		2	
		Back door	21			1		21				1	
15	New Faculty of Technology	Reception Duty	22					22		1		2	
		Laboratory Buildings Parking area	23			1		23		1		2	
		Cafeteria	24		1			24				1	

Section VII-Activity Shudule

16	New Faculty of Agriculture	Reception Duty	25						1	25				1		2
17	Faculty of Geomatics	Main Entrance	26					1		26				1		2
		Back Door	27						1	27						1
18	Faculty of Social Sciences	Main Entrance	28						1	28				1		2
		Auditorium	29						1	29						1
19	Faculty of Management Studies	Main Entrance	30						1	30				1		2
		Library	31						1	31						1
20	Faculty of Agriculture	Main Entrance	32						2	32				1		3
21	Key Point ,exam centre & officer quaters	Relevant area	33						1	33				1		2
		Farm Office & feeding centre	34					1		34				1		2
		Farm Gate	35					1		35				1		2
22	Agriculture Farm	Farm security office	36			1				36		1				2
		Back line	37					1		37				1		2
23	Sarasawigama Housing Schem Phase 1	Main Entrance	38					1		38				1		2
24	Sarasawigama Housing Schem Phase 2	Main Entrance	39					1		39				1		2
		Back Side	40					1		40				1		2
25	Kubalgama School	School Area	41					1		41				1		2
			1 5 20 21 1 5 28 1 82													

Boys Hostels

S. No.	location	Name of the Duty point	Day Shift					Night Shift					Total
			Nos.	OIC	SSO	SO	LSO	Nos.	OIC	SSO	SO	LSO	
26	Sisira hostel	Hostel area	42			1		42			1		2
27	Dayashanthi hostel	Hostel area	43			1		43			1		2
28	Sithum hostel	Hostel area	44			1		44			1		2
		Main Gate	45		1	2		45		1	2		6
29	Sinharaja Hostel complex	Middle Gate	46			1		46			1		2
		Back Gate	47			2		47			2		4
30	Mapatuna hostel	Hostel area	48			1		48			1		2

Section VII-Activity Shedule

31	Gunarathna hostel	Hostel area	49				1			49				1			2
32	Anjalika hostel	Hostel area	50				1			50				1			2
33	Mahaweli hostel	Hostel area	51				1			51				1			2
34	Dilani hostel	Hostel area	52				1			52				1			2
			0 1 13 0 0 1 13 0 0 1 13 0 28														

Girls Hostels

S. No.	Location	Name of the Duty point	Day Shift					Night Shift					Total
			Nos.	OIC	SSO	SO	LSO	Nos.	OIC	SSO	SO	LSO	
35	Walawa Hostel Complex	Walawa A B Gate	53			1		53			1		2
		Walawa C Gate	54			1		54			1		2
		Walawa A Hostel	55				2	55				2	4
		Walawa B Hostel	56				2	56				2	4
		Walawa C Hostel	57				2	57				2	4
36	Jayani Hostel	Hostel Area	58				1	58				1	2
37	Sahan Hostel and pre school	Hostel Area	59				1	59				1	2
38	Keerthisinghe hostel	Hostel Area	60				1	60				1	2
39	Kurunagala hostel	Hostel Area	61				1	61				1	2
40	Karavita hostel	Hostel Area	62				1	62				1	2
41	Sirimadura hostel	Hostel Area	63				1	63				1	2
42	Kumarathunga and Chandrika Hostels	Hostel Area	64				1	64				1	2
43	Parana Walawa hostel	Hostel Area	65				1	65				1	2
44	Manamperi Hostel	Hostel Area	66				1	66				1	2
45	Sewwandi Hostel	Hostel area	67				1	67				1	2
46	Ajantha Hostel	Hostel area	68				1	68				1	2
47	Ravindra Hostel	Hostel Area	69				1	69				1	2
48	Asiri Hostel	Hostel Area	70				1	70				1	2
49	Gunawardana hostel	Hostel Area	71				1	71				1	2
50	Wanasinghe hostel	Hostel Area	72				1	72				1	2

Section VII-Activity Schedule

51	Weerasinghe hostel	Hostel Area	73					1	73					1	2
52	Samanala hostel	Hostel Area	74					2	74					2	4
53	New Library Building	Site Area	75				1		75				1	2	2
			0	0	0	3	24			0	0	3	24	54	
			1	6	36	45				1	6	44	25	164	
			88							76					
			164												

promises in 2026/2027

Proposed Security Deployment Schedule for Rathnapura Premises in 2026/2027

S. No.	location	Name of Duty Point	Nos.	Day Shift						Night Shift						Total
				OIC	SSO	SO	LSO	Nos.	OIC	SSO	SO	LSO	Nos.	OIC	SSO	
1	Main security Office	Office area	1	1					1	1						2
2	Main Gate	Gate area	2			1							2			2
3	Admin Office	front side	3				1					1	3			2
4	Library Building	Building area	4				1						4			1
5	Para Clinical block	Main door	5				1						5			1
6	Staff Quarters	patrolling duty	6		1					1			6			2
7	Back gate	Main junction	7			1					1		7			2
8	Main Auditorium	Gate barrier	8			1							8			2
9	Male Hostel	Checking point	9		1					1			9			2
10	Female Hostel -I	Back door	10			1					1		10			2
11	Female Hostel -II	Main entrance	11				1					1	11			2
12	Back Entrance to Hostel Area	Hostel area	12			2							12			3
13	Batuheha Premises	Back entrance	13				1						13			2
14		Main entrance	14				1						14			2
15		Main Entrance	15				2						15			4
16		Entrance Area	16										16			1
17		Main gate	17			1							17			2
18		Back gate	18			1							18			2

1	2	8	8		1	2	9	5	36
19					17				
					36				

Total Deployment Schedule of Security Services

SR. No.	Location	Day Shift		Night Shift		Total
		Male	Female	Male	Female	
1	Belihuloya Premises	36	45	81	44	69
2	Rathnapura Premises	8	8	16	9	14
	Total for both premises	44	53	97	53	180

Summary Schedule of Security Service

SR. No.	Location	Strength
1	Officer In Charge (OIC)	4
2	Senior Security Officer (SSO)	16
3	Male Security Officer (SO)	97
4	Female Security Officer (LSO)	83
	Sub Total	200

SECTION – VIII

FORMS OF SECURITIES

Bid Security (Bank Guarantee)

(Validity from 11/11/2026 to 11/03/2027)

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;

CHECK LIST

No.	Attachments	Relevant documents attached		Page No	Remark
		Yes	No		
1.	Tender Receipt				
2.	Bid Guarantee				
3.	Conditions of Contract				
4.	Form of Bid				
5.	Information on Security firm				
6.	Valid licence issued by the Ministry of Defence				
7.	Certificate of incorporation and business registration				
8.	Present client list and references				
9.	Past client references (past performance)				
10.	VAT Registration				
11.	Board of Directors list				
12.	Proof of staff for 2 years (2024, 2025) – List of Confirmed Employees (C Forms)				
13.	Evidence of EPF and ETF contributions				
14.	Insurance public liability				
15.	Insurance workman's compensation				
16.	Audit financial statements				
17.	Corporate Profile				

All copies of attachments, except original documents, shall be certified as true copies by an authorized person.