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Invitation for Bid



**Ministry of Higher Education and Highways
Bhiksu University of Sri Lanka-Anuradhapura
INVITATION FOR BIDS (IFB)**

**Providing Security Service for the Bhiksu University of Sri Lanka
Anuradhapura - 2018/2019
BUSL/GAS/2017/Tender/11**

1. The Chairman, University Procurement Committee, on behalf of the Bhiksu University of Sri Lanka, now invites sealed bids from eligible and qualified bidders for Providing Security services for the year 2018/2019.
2. The Intended Service Period is 365 Days.
3. Bidding will be conducted according to the National Competitive Bidding Procedure (NCB)
4. Eligible and qualified successful bidders should have not been blacklisted and should meet the following requirements of eligibility criteria.
 - a. The bidders should have registered in the Ministry of Defence for the year 2018 for providing of Security Services.
 - b. The bidders should have experience in providing Security Service during past three years (Including year 2015, 2016 and 2017) to the Institutions of Government Departments, Corporations, Statutory Boards or large scale Private Organizations. (Those institutions should be deploying security offices not less than 31 no's of security offices per shift.)
5. Further details could be obtained and inspect the bidding documents at the following address.
Assistant Registrar (General Administration and Services), Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura. (Telephone: 025-2050695)
6. Bid documents could be downloaded from university website. www.busl.ac.lk
7. Bidding documents could be purchasing from the Assistant Registrar (General Administration and Services) on submission of written request and on production of the receipt for the payment of a non refundable fee of Rs. 1000.00 made to the Shroff of the University, from 9.00 a.m. to 3.00 p.m. on working days from 12.02.2018 to 05.03.2018.
8. The Bidder shall submit the Bid under two separately sealed envelopes as follows:

The first envelope shall be clearly marked “**Envelope 1 – Qualification and experience information**”; and the second envelope shall be clearly marked “**Envelope 2 – “Financial bid**”. Duly completed sealed bids (Envelop-1 and Envelop-2) in duplicate marked "Original" and "Duplicate" enclosed in separate envelopes, marked likewise in both covers on the top left hand corner of each cover, and both covers enclosed in a single cover and sealed and marked clearly as the "**Providing Security Services For the Bhiksu University of Sri Lanka-Anuradhapura – 2018/2019 - BUSL/GAS/2017/Tender/11**” on the top left hand corner of the envelope, should be deliver either by registered post to the following address or deposited in the tender box, kept at the office of the Registrar of the University, to be received on or before 02.00 p.m. on 06.03.2018. Late bids will be rejected, financial bids will be opened at 10.00 a.m. on 08.03.2018 and bidders or their authorized agents could be presented at this occasion.
9. Bids should be valid up to 08.06.2018.
10. All the bids should be accompanied with a bid security to the value of Rs. 80,000.00 (Eighty Thousand Rupees) obtained from a recognized commercial bank registered under the Central Bank Sri Lanka, operating in Sri Lanka, and it should be valid up to 08.07.2018.

Chairman,
University Procurement Committee,
Bhiksu University of Sri Lanka,
Puttalam Road, Anuradhapura,
12.02.2018

Section II - Bidding Data

Instrucios To Bidders Clause Reference
(ITB)

(1.1) The Employer is **Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura**
The name and identification number of the Contract is "**Providing Security Service for the Bhiksu University of Sri Lanka, Anuradhapura - 2018/2019. BUSL/GAS/2017/Tender/11**

(1.2) The Intended Completion date is 30.04.2019

(2.2) The information required from bidders in Sub Clause 2.2 is:

- (i) Details of 'a','b','c','d','e' in Sub-Clause 2.2 of ITB is essential.

Eligible and qualified successful bidders should have not been blacklisted and should meet the following requirements of eligibility criteria.

- a. The bidders should have registered in the Ministry of Defence for the year 2018 for providing of Security Services.
- b. The bidders should have experience in providing Security Service during past three years (Including year 2014/2015,2015/2016,2016/2017) to the Institutions of Government Departments, Corporations, Statutory Boards or large scale Private Organizations. (Those institutions should be deploying security points not less than 31 no's of security Offices per shift)

(8.4) The address for submission of Bids is:

**Chairman,
University Procurement Committee,
Bhiksu University of Sri Lanka,
Puttalam Road, Anuradhapura,**

(11.1) the period of Bid validity shall be three months Three Months till 08.06.2018.

(12.1) The amount of Bid Security shall be **Rs.80,000.00** (Eighty Thousand Rupees)

The Bid Security shall be valid until 08.07.2018.

(14.2) The Employer's address for the purpose of Bid submissions

**Chairman,
University Procurement Committee,
Bhiksu University of Sri Lanka,
Puttalam Road, Anuradhapura,**

For identification of the bid the envelopes should indicate:

Contract: **Providing Security Services for the Bikshi university- 2018/2019**
Contract Number: **BUSL/GAS/2017/Tender/11**

(15.1) The dead line for submission of bids shall be 06.03.2018.

(17.1) Bids will be opened at 10.30 a.m of the day 08.03.2018 at the following address

**Administration Building
Bhiksu University of Sri Lanka,
Puttalam Road, Anuradhapura.**

(20.3) Criteria for Evaluation of Qualification and Experience:

	Criteria	Maximum Points	Minimum Required
A	Experience in similar	60	
B	Key Staff	15	
C	Equipment	05	
D	Client Reference	20	
	Total	100	70

Experience in similar assignments:

The determination will take into account the Bidder's involvement in the similar assignments in the recent past.

Work plan and Methodology:

~~The determination will take into account the bidder's proposed approach including the allocation of necessary resources in providing the services.~~

Key Staff:

Only the Key staff proposed by the bidder will be evaluated

Equipment:

Adequacy of the equipment proposed by the bidder will be evaluated

Client's Reference:

The references made by previous clients about the quality of the Services provided by the bidder will be evaluated.

Financial Capability:

~~All financial aspects including the annual Turn over and other financial information will be evaluated.~~

26.0) The Performance Security acceptable to the Employer shall be a non conditional form of Guarantee to an amount equal to 5% of the Contract Price.

Section III

**Form of Bid, Qualification Information, Letter of
Acceptance, and Contract**

Qualification Information

Notes on Form of Qualificatio 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 last three years (enclosed in envelope marked, “Envelope1– Qualification and Experience Infomation)				
Period	Employer	Description of Works	Amount	Contractor’s Responsibility (%)
		Total		

Schedule – Work Plan and Methodology
[If requested under ITB clause 20.3 only]
(Enclosed in envelope marked, “Envelope 1–Qualification and Experience Information)

Sheet 1 of ...

Not Required

Should response to all the
requirements given in the
Employer’s Requirements,

Schedule B– Key Staff
 [If requested under ITB clause 20.3 only)
 (enclosed in envelop emarked,“Envelope1–Qualification and Experience Infomation)

Name	Position	Task

Schedule C– Equipment Proposed
 [If requested under ITB clause 20.3 only)
 (enclosed in envelope marked,“Envelope1– Qualification and Experience Infomation)

Type	Capacity	Number

Schedule D– Client’s Reference
[If requested under ITB clause 20.3 only)
(enclosed in envelope marked, “Envelope1–Qualification and Experience
Information)

ATTACH THE CERTIFICATES GIVEN BY THE CLIENT’S, MAKING REFERENCES ON
THE SERVICES EXECUTED BY BIDDER

Letter of Acceptance

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 [amount in numbers and words], as corrected and modified in accordance with the Instructions to Bidders is here by accepted by us.

You are here by instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

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.....;

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) The Priced Activity Schedule
 - (e) The Employer's Requirements
 - (f) The following Appendices: [Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]
 - Appendix A: Description of the Services
 - Appendix B: Schedule of Payments
 - Appendix C: Key Personnel
 - Appendix D: Breakdown of Contract Price
 - Appendix E: Services and Facilities Provided by the Employer
- 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 [name of Employer]

[Authorized Representative]
For and on behalf of [name of Service Provider]

[Authorized Representative]

Section V
Contract Data

Clauses in brackets are optional; all notes should be deleted in final text.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
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1.1(e) The contract name is Providing Security services 2018/2019.

1.1(h) The Employer is Bhiksu University of Sri Lanka

1.4 The addresses are:

Employer: Bhiksu University of Sri Lanka
Attention: Chairman, Procurement Committee
Telex: 025-2236360
Facsimile: 025 2234643

Service Provider: _____
Attention: _____
Telex: _____
Facsimile: _____

1.6 The Authorized Representatives are:

For the Employer: Assistant Registrar- Administration and General Services

For the Service Provider: -

2.1 The date on which this Contract shall come into effect is 23.12.2017.

2.2.1 The Starting Date for the commencement of Services is 01.05.2018

2.3 The Intended Completion Date is 30.04.2019

3.8 The liquidated damages rate is 0.05 percentage of Contract price.
Per day. The maximum amount of liquidated damages for the whole
Contract is 5 percentage of Contract price.

The Defects Liability Period is 365 days.

5.1 [Note: List here any assistance or exemptions that the Employer may provide under
Clause 5.1. If there is no such assistance or exemptions, state “not applicable].”

6.2(a) The amount is Approximately - ---

6.4 Payments shall be made according to the following schedule:

[Note: (a) the following installments are indicative only; (b) “commencement date” may be replaced with “date of effectiveness;” and (c) if applicable, detail further the nature of the report evidencing performance, as may be required] .

- Advance for Mobilization, Materials and Supplies 0% percent of the Contract Price shall be paid on the commencement date against the submission of a bank guarantee for the same.
- Progress payments in accordance with the milestones established as follows, subject to certification by the Employer, that the Services have been rendered satisfactorily, pursuant to the performance indicators:

Contract will be award for three months and if the service is not satisfactory contract will not be award for the next nine months

Appendices

(Section -V) Appendix A—Description of the Services

See Section VII – Activity Shedule / Appendix - B

The following conditions are hereby laid down for the information of the bidders who wish to furnish their bids to provide Security Services for Bhiksu University of Sri Lanka for the years 2018/2019

1. It is very important that the bidder should enclose current client list of services particularly during the period of 2015, 2016, 2017 and all other service certificates along with the duly perfected documents. Any application does not meet with this requirement shall be rejected.
2. The bidder shall abide by the existing labor rules and regulations when contract is carried out.
3. The bids should indicate the rates for the services as follows.
 - (a) Charge for an Officer in Charge (OIC) per shift of 12 hours (without VAT) separately.
 - (b) Charge for a Security Officer (SO) per shift of 12 hours (without VAT) separately.
 - (c) The present Security requirement of this University per day (for 24 hours- for 02 shifts) is as follows,

OIC	01 for Day Shift (12 hours) per day,
OIC	01 for Night Shift (12 hours) per day,
SO	15 for Day Shift (12 hours) per day
SO	13 for Night Shift (12 hours) per day
LSO	01 for Day Shift (12 hours) per day,
4. However the strength of Security force can be changed and determined by the Bhiksu University from time to time and the selected bidder should act according to the University requirements.
5. All the expenses, including of EPF, ETF and other statutory payments and should be borne by the contractor. Bhiksu University of Sri Lanka does not take any responsibility.
6. Once the bid has been accepted, no request shall be entertained to increase the wages.
7. All the staff engaged by the contractor should be properly alert in uniforms while on duty and they have to Display their office Identity card while on the duty.
8. Bidder should deploy day and night visiting officers to oversee the formal performance of the staff daily.
9. Names of all the staff on duty on each day shall be informed in writing to the University authorities as Authorized by the Vice Chancellor.
10. It should be specifically being noted that the University reserves the sole authority to inform the withdrawal of Any person on duty without giving reasons.
11. The persons those who are matured and experienced shall only be employed for duty. (Age of all security officers should be more than 21 years or below 55 years)
12. All the personnel on duty should be individually supervised by a Senior Officer who shall liaise with the University authorities.
13. The staff on duty should be well conversant with fire fighting, first-aid and use of walkie-talkie Communication equipment and other modern security equipments as well.
14. The staff engaged by the contractor for duty in the University should report to the University authorities authorized by the Vice Chancellor on any matter involving students or staff.
15. The security services should be provided round the clock by the firm.
 - (a). The failure to provide security service round the clock will result in the deductions from monthly bill. Same number of shifts will be deducted from the monthly bill
16. The selected security firm is required to enter into an agreement with the university within 14 days from date of the awarding the tender or the date specified by the Vice Chancellor.
17. University will settle the monthly security bill within 90 days after submission of the bill.
18. It is the responsibility of the contractor of providing stationery, raincoats, torches, batteries and necessary materials and equipment for use of his/her staff.
19. The selected contractor should have to take necessary actions to pay the salaries to their employees on scheduled dates. Payment dates should be informed to the University in advance. The wages should be accordance with the wages board ordinance.
20. The bidder is required to submit necessary documents and the company profile along with the audited Statements of Accounts of the firm for immediate last three financial years with tender documents.

(Section -V) Appendix D—Services and Facilities Provided by the Employer

Section VI
Employer's Requirements and Drawings

Requirement of the Security Officers for 2018/2019

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	Name of the premises	OIC		SO		LSO	
		Day	Night	Day	Night	Day	Night
01	Main gate	01	01	02	02	01	
02	Senate Building- 01			01			
03	Senate Building- 02			01	01		
04	Library Building			01			
05	Faculty of Buddhist Studys			01	01		
06	Hostel premises - Manamunawattha			02	02		
07	Hostel premises - Tisawewa wattha 01(Main gate)			02	02		
08	Hostel premises - Tisawewa wattha 02			01	01		
09	Hostel premises - Tisawewa wattha 03			01	01		
10	Nandana Mawatha premises			02	02		
11	Registrar bungalow			01	01		
	Total	02		28		1	

Note:-

1. You are adviced to refer the above requirement of the Security for Bhiksu University of Sri Lanka when you are prized the charges for shifts.
2. Bidder is responsible for assign security officers to cover up all the shifts in all premises

Section VII
Activity Schedule

Refer Appendix B— Schedule of Payments and Reporting Requirements in the Contract Data.

