



BHIKSU UNIVERSITY OF SRI LANKA
ANURADHAPURA

Procurement Document For
**PROVISION OF GARDEN MAINTENANCE AND
LANDSCAPING SERVICES
AT BHIKSU UNIVERSITY OF SRI LANKA 2025/2026**

Contract Number: **BUSL/GAS/17/09-I**

Chairman
Procurement Committee
Bhiksu University of Sri Lanka

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INVITATION FOR BIDS

Bhiksu University of Sri Lanka Provision of Garden Maintenance and Landscaping Service 2025/2026 (Contract No. **BUSL/GAS/17/09 - I)**

1. The Chairman, Procurement Committee, on behalf of Bhiksu University of Sri Lanka, invites sealed bids from eligible and qualified bidders for the provision of Garden Maintenance and Landscaping service to the University for a period of one (01) year.
2. Bidding will be conducted through National Competitive Bidding Procedure.
3. Source of funding GOSL.
4. To be eligible for the contract award, the successful bidder shall not have been blacklisted and shall be a registered business organization.
5. Qualification requirements to be fulfilled for the contract award are indicated in Section III of the Procurement Document.
6. Interested bidders may obtain further information from the Assistant Registrar, General Administration and Services Division in Bhiksu University of Sri Lanka, writing or via email (saradmin@busl.ac.lk) and inspect the Procurement Documents at the same place until 24.10.2025 on any working days from 09.00 a.m. to 03.00 p.m. or from the University website www.busl.ac.lk (T.P. - 0252050695)
7. A complete set of Procurement Documents in English Language may be purchased by interested bidders on the submission of a written request to the Assistant Registrar, General Administration and Services Division of the Bhiksu University of Sri Lanka from **08.10.2025** to **24.10.2025** from 09.00 a.m. to 03.00 p.m. upon payment of a non-refundable fee of LKR. 4,000.00 to the Shroff of this University. The method of payment should be by cash.
8. The original & duplicate bids shall be delivered by hand or the registered post to the address below and deposited in the Tender Box provided at the office of the Registrar in the Bhiksu University of Sri Lanka on or before **03.00 p.m.** on **27.10.2025**. Late Bids will be rejected & the original bids will be opened at the Senate Room soon after closing in the presence of the Bidders or Bidders' representatives who choose to attend.
9. Bid shall be valid for 77 (Seventy-Seven) days up to **12.01.2026** after the deadline for bid submission.
10. A pre-bid meeting will be held at the Senate Room in the Administrative Building of Bhiksu University of Sri Lanka at 10.00 a.m. on **21.10.2025**. Interested bidders may attend this meeting at their own expenses.
11. Bid shall be accompanied by a Bid Security of **LKR. 130,000.00** The Bid Security shall be valid for 105 (One Hundred Five) days up to **09.02.2026**.

**Chairman,
Procurement Committee,
Bhiksu University of Sri Lanka,
Puttalam Road,
Anuradhapura.
05.10.2025**

Section I

INSTRUCTIONS TO BIDDERS

A. General

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| 1. Scope of Bid | 1.1 | The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Bidding Document to the Contract. The name and identification number of the Contract is provided in the Bidding Data. |
| | 1.2 | The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the Bidding Data. |
| 2. Eligibility, 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 III, 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 III: <ul style="list-style-type: none">(a) List of Services performed for each of the last three years;(b) Experience in Services of a similar nature for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;(c) list of major items of equipment proposed to carry out the Contract;(d) qualifications and experience of key staff proposed for the Contract;(e) Any other if listed in the Bidding Data. |
| 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. Procurement Documents

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| 5. | Content of Procurement Document | 5.1 | <p>The set of procurement documents comprises the documents listed below:</p> <p>Volume I</p> <p>Invitation for Bid</p> <p>Section I Instructions to Bidders</p> <p>Section IV Conditions of Contract</p> <p>Section VII Standard Forms</p> <p>Volume II</p> <p>Section II Bidding Data</p> <p>Section III Forms of Bid, Qualification Information, Experience Including Similar Nature Services & Non-Collusion Affidavit</p> <p>Section V Contract Data</p> <p>Section VI Employer's Requirements</p> <p>Section VIII Price Schedule</p> |
| 6. | Clarification of Procurement Documents | 6.1 | <p>A prospective Bidder requiring any clarification of the Procurement documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid.</p> |

C. Preparation of Bids

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| 7. | Language of Bid | 7.1 | <p>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.</p> |
| 8. | Documents Comprising the Bid | 8.1 | <p>The Bid shall comprise the following</p> <ul style="list-style-type: none">a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 5;b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clauses 14;c) Documentary evidence in accordance with ITB Clauses 2.3, that the Related Services conform to the Procurement Documents;d) Documentary evidence in accordance with ITB Clause 2.3 establishing the Bidder's qualifications to perform the contract if its bid is accepted; ande) Any other document required in the Bidding Data. |
| 9. | Bid Submission Form and Price Schedules | 9.1 | <p>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.</p> |

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| 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 Employer's Requirements, Section VI, based on the priced 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 in Employer's Requirements, Section VI and listed in the Price Schedule, Section VIII. 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, TAX shall be included separately.</p> |
| 12. Currency of Bid and Payment | 12.1 The lump sum price shall be quoted by the Bidder 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> <p>14.5 The Bid Security may be forfeited:</p> <ul style="list-style-type: none"> 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 the ITB 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 (if required).

- 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 mail or by hand.
 - a) Bidders submitting bids by mail 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 Bid Data Sheet; 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 shall conduct the bid opening in public at the address, date and time specified in the Bidding Data Sheet.
- 19.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.
- 19.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid- Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub - Clause 18.1.
- 19.4 The Employer shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security or Bid-Securing Declaration. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.
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 Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 23.
- 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 23.1
- 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 Bidding 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 Bidding 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. Financial Evaluation
- 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 nonresponsive 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) excluding Provisional Sums and the provision, if any;
 - b) correcting the arithmetical errors in-pursuant to Clause 24.
 - c) making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers.
 - d) applying any discounts offered by the Bidder.

- 23.3 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. 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 Award and Signing of Agreement
- 27.1 The Bidder whose Bid has been accepted will be notified in writing, of the award by the Employer prior to expiration of the Bid validity period. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the 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.

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| 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 as specified in the Bidding Data . |
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The insurance mentioned in a & b above shall be submitted at the time of signing Agreement as per the Clause 27.1

G. Additional Clauses

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| 1. Power of Attorney | 1.1 Certified copies of original documents defining the constitution or legal status, place of registration and principle place of business; written power of attorney of the signatory to the Bid to commit the Bidder. |
| 2. Appealing Procedure | 2.1 Appealing procedure relating to this procurement shall conduct according to Procurement Guideline 2024 and Procurement Manual 2024. |

Section IV

CONDITIONS OF CONTRACT

1. 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 Form of Contract 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, corporate body or Community Base Organization whose Bid to provide the Services has been accepted by the Employer;
 - i) “Service Provider’s Bid” means the completed procurement document submitted by the Service Provider to the Employer;
 - j) “Employer’s Requirements” means the Employer’s Requirements of the service included in the procurement 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.

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| 1.5 | Location | The Services shall be performed at such locations as are specified in section VI, 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. |

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

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| 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. |
| 2.5 | 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 | <p>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):</p> <p>(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;</p> |

- (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 3.9;
 - (e) 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 2.6.2:
- a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 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.

3. 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.

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| 3.3 | Service Provider's Actions Requiring Employer's Prior Approval | <p>The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:</p> <ul style="list-style-type: none">(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 in Procurement Document ("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 | <p>The Service Providers shall submit to the Employer the reports and documents specified in in the Bidding Document, in the numbers, and within the periods set forth in the said in the Contract Data</p> |
| 3.5 | Documents Prepared by the Service Providers to Be the Property of the Employer | <p>All plans, drawings, Employer's Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Service Contract, deliver all such documents and software to the Employer, together with a detailed inventory/ list 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.</p> |
| 3.6 | Performance Security | <p>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.</p> |

4. Service Provider's Personnel

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| 4.1 | Description of Personnel | <p>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 are described in the Procurement Document.</p> |
| 4.2 | Removal and/or Replacement of Personnel | <ul style="list-style-type: none">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.

5. 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 Procurement Document. |
| 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. |
| 5.3 | Services and Facilities | The Employer shall make available to the Service Provider the Services and Facilities listed under Procurement Document. |

6. 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 the Procurement Document. 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 Clause 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 2.5.4, a breakdown of the lump-sum price is provided in the Procurement Document. |

7. Quality Control

- | | | |
|-----|--|--|
| 7.1 | Identifying Defects | The Employer shall check the Service Provider's performance and notify him of any Defects that are found. |
| 7.2 | Correction of Defects, and Lack of Performance Penalty | <p>The company admits that the university has the right to recalculate these amounts in the following occasions.</p> <p>(a) If the number of employees employed during any month is less than the number of employees as requested by the university, the amount to be paid is recalculated according to the number, before payment.</p> |

8. 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 not settled amicably in as with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.</p> <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</p> <p>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.</p> |

Section VII

STANDARD FORMS

Bid Security (Bank Guarantee)

Format for Bid Security Guarantee

(Procurement Manual Reference - 5.9 [Option – 1])

[This bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- *[Insert issuing agency's name and address of issuing branch or office]*

Beneficiary: ----- *[Insert (by PE) name and address of Employer/ Purchaser]*

Date: ----- *[Insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[Insert (issuing agency) number]*

We have been informed that ----- *[Insert (issuing agency) name of the bidder; if a Joint Venture, list complete legal names of partners]* (hereinafter called "the bidder") has submitted to you its bid dated ----- *[Insert (issuing agency) date]* (hereinafter called "the bid") for the execution/supply *[select appropriately]* of *[Insert name of contract]* under invitation for bids No. ----- *[Insert IFB number]* ("the IFB").

Furthermore, we understand that, according to our conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[Insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[Insert amount in figures]* ----- *[Insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder.

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the instructions to Bidders (herein after "the **ITB**") of the **IFB**; or
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the contract form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the **ITB**.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- *(Insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date -----.

[signature(s) authorized representative(s)]

**Acceptable Format for Performance Guarantee/Security
(Procurement Manual Reference - 5.19)**

_____ [Issuing Agency's Name, and Address of Issuing Branch or Office] _____

Beneficiary: _____ [Name and Address of Employer]

Date: _____

PERFORMANCE GUARANTEE/SECURITY No.: _____

We have been informed that _____ [name of Contractor/supplier] (hereinafter called 'the Contractor') has entered into Contract No. _____ [reference number of the contract] dated _____ with you, for the _____ [insert "construction / "supply"] of _____ [name of contract and brief description of Works or supply] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we _____ [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ [amount of figures] (_____) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the _____ day of _____, 20____ [insert 28 days beyond the scheduled contract completion date]. and any demand for payment under it must be received by us at this office on or before that date.

signature(s)]

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 27 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 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.

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) Qualification Information
- 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 II

BIDDING DATA

This section should be filled out by the Employer before issuance of the Procurement documents. The insertions should correspond to the information provided in the Invitation for Bids.

ITB Clause Reference	
1.1	The Employer is - Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura. Name and Identification Number of the Contract is - Provision of Garden Maintenance and Landscaping Services for Bhiksu University of Sri Lanka 2025/2026 Contract Number - BUSL/GAS/17/09 - I
1.2	The intended completion date is 12 months (365 days) from the start date
2.1	The information required from bidders in Sub-Clause 2.2 is Qualification of the bidders - Bidder shall be a Registered Business Organization. Legal Status relating to public company/ private company/ partnership/ sole proprietor shall be submitted with the bid. A certified copy of Business Registration shall be attached.
2.2&2.3 (a)	Service performed for each of last three years (2021/2022, 2022/2023, 2023/2024) This information shall be submitted according to the format given in the Section III of the bidding document.
(b)	Experience as a prime service provider in Garden Maintenance and Landscaping Services of at least one contract of similar nature and capacity during last three years (2021/2022, 2022/2023, 2023/2024) (Providing not less than 15 employees OR total value not less than 9 million rupees performed during 01-year period).
(c)	Required equipment and items shall be provided as per the schedule at Employer's requirements in Section VI.
(e)	Average Annual Service Turnover last 3 years (2021/2022, 2022/2023, 2023/2024) shall not be less than 19.5 million rupees (should be attached certified Audited Financial Statements.) Minimum amount of Liquid Asset and/or credit facilities net of other contractor commitments and exclusive of any advance payments which may be made under the contract shall not be less than 3.3 million rupees. Bidder should attach the original letter issued by a local commercial bank approved by the Central Bank of Sri Lanka, which is operating in Sri Lanka confirming the credit facility, mentioning the contract name and contract number addressing to Vice-Chancellor of Bhiksu University of Sri Lanka. Note: Projects completed in year 2024/2025 and Audited Financial Statements for the year 2024/2025 will also be taken into consideration for the determination of experience and financial qualification. If the information for 2024/2025 is

	not available, 2021/2022, 2022/2023, 2023/2024 years will be considered for the evaluation.
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 and /or Sinhala Language.
13.1	The Bid shall be valid up to 12.01.2026 (77 days from the date of close bid).
14.1	Amount of Bid Security shall be Sri Lankan rupees One Hundred and Thirty Thousand (130,000.00) which may be a bank guarantee issued by a local commercial bank approved by the Central Bank of Sri Lanka, which is operating in Sri Lanka or should be the cash deposit in Bhiksu University of Sri Lanka. If the bid security provided by cash deposit, the original receipt shall be attached to the bid. The bank Guarantee shall be irrevocable and unconditional, and shall be encashable upon the first written request by the University and on the format given in the procurement document . Bid security shall be valid up to 09.02.2026 (105 days from the date of close of bids).
17	The address of submission bid: Chairman, Procurement Committee, The office of the Registrar, Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura. Deadline for submission of bids shall be 3.00 pm on 27.10.2025
19.1	Bid will be opened at immediately after closing the bids. Time - 3.00 pm Date - 27.10.2025 Place - Senate Room Address - Office of the Registrar, Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura.
28.1	Amount of Performance Security is 5% 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 operating in Sri Lanka approved by the Central Bank of Sri Lanka. (The acceptable form is given in the section VII of the Procurement 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 Eight Hundred Thousand (1,800,000.00) for Contractor's workmen per event. The insurance mentioned in a & b above shall be submitted at the time of signing Agreement as per the Clause 27.1
Additional Clauses	
1.1	Signature of duly authorized person should be verified by a power of Attorney. (Certified copy should be attached)
2.1	Appealing procedure relating to this procurement shall conduct according to Procurement Guideline 2024 and Procurement Manual 2024.

Section III.

FORMS OF BID, QUALIFICATION INFORMATION, EXPERIENCE INCLUDING SIMILAR NATURE SERVICES & NON-COLLUSION AFFIDAVIT

FORM OF BID

Name of Contract: **Provision of Garden Maintenance and Landscaping Services at Bhiksu University of Sri Lanka.**

Contract Number: **BUSL/GAS/17/09 - I**

To: Chairman,
Procurement Committee
Bhiksu University of Sri Lanka, Anuradhapura

1. Having examined the procurement documents, we offer to provide the Services ***Provision of Garden Maintenance and Landscaping Services for Bhiksu University of Sri Lanka. Contract number BUSL/GAS/17/09 - I*** in accordance with the Conditions of Contract, Employer's Requirements, drawings and activity schedule accompanying this Bid for the Contract Price of Sri Lankan Rupees.....

.....
(LKR.....) or such other sums as may be ascertained in accordance with the said Conditions.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity required by the procurement documents and specified in the Bidding Data.

2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Services as stipulated in the Schedule, and to complete the whole of the Services comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this bid for the period stated in the sub-clause 15 of Instruction to bidders or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us/me.
6. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20.... in the capacity of duly authorized to sign tenders for and on behalf of

7. We/I declare that;
- i. There is no conflict of interest with the Bhiksu University of Sri Lanka and its staff involved in procurement process.
 - ii. Only one bid is submitted for this procurement and
 - iii. We/I do not involve in collusive practices regarding the procurement process.

Signature :
Name :
Designation :
Address :
Witness :

Qualification Information

To be completed by the bidder and submitted with the bid

	Eligibility Requirement	Bidder's Qualification
Registration	Registered Business Organization <i>(For Registered Business Organization, a certified copy of Business Registration shall be attached)</i>	
Expiry Date	<i>hold a valid registration from the deadline of submission bids until the expiry of the original validity of the bid</i>	
Blacklisted Contractors	Have you been declared as default contractor by NPC or any other agency?	Yes / No (write off the inappropriate answer) If yes provide details
VAT Registration Number	<i>(A certified copy shall be attached to the bid)</i>	
SSCL Registration Number	<i>(A certified copy shall be attached to the bid)</i>	
Legal Status	public company/ private company/ partnership/ sole proprietor/ registered community based organization <i>(Certified copies shall be attached to the bid)</i>	
Experience	Service performed for each of last three years (2021/2022, 2022/2023, 2023/2024) Fill the format in Section III Projects completed in year 2024/2025 will also be taken into consideration.	
Experience in Similar Nature	Experience as a prime service provider in Garden Maintenance and Landscaping Service of at least one contract of similar nature and capacity during last three years (2021/2022, 2022/2023, 2023/2024) Projects completed in year 2024/2025 will also be taken into consideration. (Providing at least 15 employees OR total revenue (excluding taxes) not less than 9 million rupees performed during 01-year period) <i>(All relevant proof documents such as Service Completion Certificates and Awarding letters from clients (client should have confirmed that the services have been successfully completed) shall be submitted clearly with the bid in the given format to prove above experience otherwise bids shall be rejected at the evaluation)</i>	

Financial Qualification	Average Annual Service Turnover during last 3 years (2021/2022, 2022/2023, 2023/2024) shall not be less than 19.5 million (Attach certified audited financial statements). Financial statements prepared for the year 2024/2025 will also be taken into consideration. If the information for 2024/2025 is not available, 2023/2024, 2022/2023, 2021/2022 years will be considered for the evaluation.		(Attach certified audited financial statements)
	i. 2021/2022 ii. 2022/2023 iii. 2023/2024 iv. 2024/2025 (If available)		Rs..... Rs..... Rs..... Rs.....
	Minimum Liquid Asset and or credit facility shall not be less than 3.3 million. (Attach documents indicated in Bidding Data)		Rs.....
No of Key Staff	Category	Requirement	Agreed to provide Yes/ No
	1. Work Supervisor (Men)	01	
	2. Labourers	20	
	3. Total	21	

Name :

Designation :

Signature of the Bidder :

Common 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 last three years (2021/2022, 2022/2023, 2023/2024)

Documentary evidence must be provided. If the documentary evidence are not attached will not be considered for evaluation.

Projects completed in year 2024/2025 will also be taken into consideration.

(All relevant proof documents such as Service Completion Certificates and Awarding letters from clients (client should have confirmed that the services have been successfully completed) shall be submitted clearly with the bid in the given format to prove above experience otherwise bids shall be rejected at the evaluation)

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

.....
Signature of the Bidder

.....
Common Seal

Non-Collusion Affidavit (Template)
(Procurement Guideline Reference - 1.5)

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

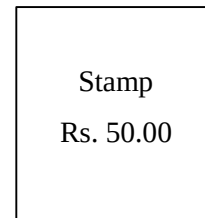
- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing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

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

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

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

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



.....
Signature of the Bidder

BEFORE ME,
SIGNATURE & SEAL

.....
JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

.....
Seal

Section V

CONTRACT DATA

CC Clause No									
1.1(c)	The contract name is: Provision of Garden Maintenance and Landscaping Services in Bhiksu University of Sri Lanka.								
1.1(e)	The employer is: Vice-Chancellor, Bhiksu University of Sri Lanka								
1.4	Employer : Vice-Chancellor, Bhiksu University of Sri Lanka Attention : Assistant Registrar, General Administration and Services Address : Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura. Telephone : 025-2236760 Facsimile : 025-2222615 Bidder shall submit information similar to the above mentioned details on behalf of him in the Form of Bid.								
1.6	Authorized representative For the employer - Assistant Registrar, General Administration and Services Bidder shall nominate his authorized representative in the Form of Bid.								
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.	Start date shall be within 14 days of Letter of Acceptance/ Award								
3.4	Not Applicable								
4.1	Key staff to be provided by the service provider <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Category</th><th>Requirement</th></tr> </thead> <tbody> <tr> <td>1. Work Supervisor (Men)</td><td>01</td></tr> <tr> <td>2. Labourers</td><td>20</td></tr> <tr> <td>Total</td><td>21</td></tr> </tbody> </table>	Category	Requirement	1. Work Supervisor (Men)	01	2. Labourers	20	Total	21
Category	Requirement								
1. Work Supervisor (Men)	01								
2. Labourers	20								
Total	21								
6.3	Additional service shall be informed to the service provider by the University and same rates for the particular items which are indicated in price schedule will be paid.								
7.2 (a)	21 employees shall be provided by the service provider.								

Section VI

EMPLOYER'S REQUIREMENT

A - Description of the Services

A.1 Scope of the work

Supply of Garden Maintenance and Landscaping Service for the Bhiksu University of Sri Lanka.

1. The bidder must ensure the continuous Provision of Garden Maintenance and Landscaping Service for all University properties for one (01) year period.
2. The bidder should specify the cost of services based on the rates recommended by the Wages Board Ordinance for Garden Maintenance and Landscaping Services, taking into account the following:
 - (a) The daily rate for a Supervisor for a 9-hour shift.
 - (b) The rate for Ground Workers for a 9-hour shift.

Additionally, the bidder must adhere to relevant labour legislation, including the Wages Board Ordinance, National Minimum Wage of Workers Act No. 27 of 1941 and its amendments, as well as comply with EPF (Employees' Provident Fund), ETF (Employees' Trust Fund), Gratuity Act, Workmen Compensation Ordinance, and any other applicable laws.

3. The University will decide on any additional Landscaping points and personnel required beyond the approved number as necessary, based on the University's needs.
4. All staff employed by the Bidder must be properly dressed in designated uniforms and wear their official ID cards while on duty.
5. All the staff on duty should be provided with uniforms and safety equipment by the bidder.
6. The visiting officer, authorized by the company, should conduct visits to the premises at least twice a month to identify and address any requirements.
7. All stationery requirements should be provided by the bidder.
8. It should be noted that the University retains the right to request the removal of any individual on duty without providing reasons.
9. Individuals with maturity, training, and relevant experience will be employed for duties at the University. They are required to submit a police/ Grama Niladari report along with their personal details.
10. The staff employed on duty must adhere to the instructions issued by the University authorities, as well as comply with the existing rules and regulations of the University.

11. The staff employed by the Bidder for duties at the University should report to the University authorities via the service supplier regarding any matters concerning students, staff, or any other individuals. They should not engage in direct relationships with University staff, officers, or any other personnel without prior authorization.
12. The bidder should complete a monthly invoice for each Janitorial point specified in the Activity Schedule, detailing the services rendered.
13. The minimum number of Landscaping personnel required for each Subsection is provided to justify the workload. Bidders are encouraged to inspect the buildings and areas where services are to be provided. Based on their assessment and plans, they can increase the number of landscaping personnel to be provided, indicating the proposed number of Workers accordingly.
14. All Landscaping personnel must be in good health condition suitable for work, with ages ranging between 22 and 60 years. Additionally, all staff should possess minimum literacy skills in either Sinhala or Tamil language.
15. The Employer will not be liable for the payment of EPF and ETF contributions for the service provider's landscaping personnel. The service provider is solely responsible for fulfilling all obligations related to EPF and ETF payments in accordance with labour regulations. Bidders must adhere to labour legislation, including the Wages Board Ordinance, National Minimum Wage of Workers Act No. 27 of 1941, as well as comply with the EPF, ETF, and Gratuity Act, Workmen Compensation Ordinance, and all other relevant legislation.

The bidder is required to submit a monthly invoice for each specified area point outlined in the Activity Schedule. This invoice should provide a detailed breakdown of the services provided.
16. Supervisors are expected to conduct at least two daily inspections within their Area of Responsibility (AOR) to ensure cleanliness standards are met.
17. Workers are prohibited from engaging in any form of trade union activities. Should any property damage occur on university premises as a result of such activities organized by workers, the contractor will be held responsible for settling any resulting losses incurred by the University.

B - Details of Payments and Performance Evaluation

B.1 Performance Evaluation

To effectively evaluate the performance of the service provider, progress review meetings should be held once every two months. These meetings will be chaired by either the Vice-Chancellor or the Registrar, and attended by the service provider or their authorized representatives along with their supervisors. During these meetings, the following matters will be discussed to evaluate the service provider's performance:

- (a) Quality of Service
- (b) Allocation of Ground Workers for each section
- (c) Instances of service failures
- (d) Any other pertinent matters related to the services provided

1. දෛනිකව සිදු කළ යුතු කාර්යයන් :-

මෙම කොන්ත්‍රාත්තුවට අදාළව දෛනිකව සිදු කළ යුතු කාර්යයන් පහත පරිදි කාණ්ඩ තුනක් යටතේ වෙන් කර ඇත.

කාර්යය සංකේතය	සිදු කළ යුතු කාර්යයන්
A	<u>උද්‍යාන භූමිය නඩත්තු කර ආකර්ශනීය ලෙස පවත්වාගෙන යාම.¹</u> (උද්‍යාන භූමියට විශ්වවිද්‍යාලයේ කාප්පයෙන් පිටත මාර්ගය දක්වා වූ කොටස ද අයත් වේ) එක් එක් පරිශ්‍රයන්ට අයත් උද්‍යාන භූමිය දෛනිකව අතුගා පිරිසිදු කිරීම², එක් එක් පරිශ්‍රයෙහි සම්පූර්ණ භූමි ප්‍රමාණය තුළම අනවශ්‍ය ලෙස වැවී ඇති තණකොළ තණකොළ කපන යන්ත්‍රයක් භාවිතයෙන් මසකට දෙවරක් කපා ඉවත් කිරීම², උපදෙස් දෙන පරිදි ගොඩනැගිලි හා ගස් වටා උදුලු ගා පිරිසිදු කිරීම, පරිශ්‍රයේ ඇති මල් පඳුරු, මල් වැල් හා මල් පැල මසකට වරක් හැඩතලවලට කප්පාදු කර නඩත්තු කිරීම, ඒවා වටා පිරිසිදු කර අවශ්‍ය පරිදි පොහොර යෙදීම³, පරිශ්‍රයේ ගොඩනැගිලි හා තාප්පවලට හානිවන අයුරින් වර්ධනය වන ගස් වැල් කපා ඉවත් කිරීම. ගස් කප්පාදු කිරීමේදී අඩි 15ක මට්ටම දක්වා කප්පාදු කර නඩත්තු කළ යුතු අතර තරමක් විශාල ප්‍රමාණයේ ගස්වල අතු කප්පාදු කිරීම වැඩ ඉංජිනේරු අංශය විසින් ලබා දෙන උපදෙස් පරිදි සිදු කළ යුතු වේ.
B	<u>මාර්ග පද්ධතිය, මිදුල් හා වාහන නැවතුම් ස්ථාන පිරිසිදු කිරීම.</u> එක් එක් පරිශ්‍රයන්ට අයත් මාර්ග පද්ධතිය, මිදුල් හා වාහන නැවතුම් ස්ථාන දෛනිකව අතුගැම, ඒවායේ පැලවී ඇති අනවශ්‍ය පැලෑටි මර්ධනය කිරීම, එහි ඇති ජලය බැස යන කාණු හා බට පද්ධති පිරිසිදු කිරීම.
C	<u>තෘණ භූමි, මල් පඳුරු, මල් වැල්වලට වතුර දැමීම.</u> උද්‍යාන භූමියේ වගා කර ඇති සියලු තෘණ භූමි, මල් පාත්ති, මල් පඳුරු හා මල් වැල්වලට ප්‍රමාණවත් පරිදි ජල සම්පාදනය කර ඒවාට හානි නොවන පරිදි පවත්වාගෙන යාම. (වැසි සහිත දිනවලදී මේ සඳහා ගෙවීම් කරනු නොලැබේ.)

සටහන්

1. විශ්වවිද්‍යාලයේ උද්‍යාන භූමි අලංකාර කර ආකර්ශනීය ලෙස පවත්වාගෙන යාම කොන්ත්‍රාත්කරුගේ වගකීමකි. ඒ සඳහා සුදුසු යෝජනා කොන්ත්‍රාත්කරු විසින් විශ්වවිද්‍යාලයට ඉදිරිපත් කළ යුතු වේ. නව යෝජනා සඳහා අවශ්‍යවන අමුද්‍රව්‍ය, මල් පැල හා තණ පිඩලි ආදිය විශ්වවිද්‍යාලය විසින් සපයනු ලැබේ.
2. භූමියෙන් ඉවත් කරන කොළ රොඩු ඇතුළු දිරණ ද්‍රව්‍යවලින් විශ්වවිද්‍යාලයේ ප්‍රයෝජනය සඳහා කාබනික පොහොර සැකසිය යුතුය. ඒ සඳහා බාහිරින් මිලදී ගත යුතු කාබනික ද්‍රව්‍ය වේ නම් සටහන් අංක 3ට අනුගතව මිලදී ගත යුතුය.
3. මේ සඳහා බාහිරින් මිලදී ගත යුතු අවශ්‍ය පොහොර වර්ග විශ්වවිද්‍යාලයේ උපදෙස්වලට යටත්ව ලංසු ලේඛනයේ පිටු අංක 34හි මේ සඳහා වෙන් කර ඇති මුදල නොඉක්මවන පරිදි මිලදීගෙන අදාළ බිල්පත් ප්‍රතිපූර්ණය සඳහා මාසික බිල්පත සමඟ විශ්වවිද්‍යාලය වෙත ඉදිරිපත් කළ යුතුය.

2. අවශ්‍යතාව පරිදි පමණක් සිදු කළ යුතු කාර්යයන් :-

2.1 විශ්වවිද්‍යාලයට අයත් ළිං පිරිසිදු කිරීම

අනු අංකය	පිරිසිදු කළයුතු ලිඳ පිළිබඳ විස්තර
01	මානමුනාවත්ත පරිශ්‍රයේ ප්‍රධාන ගේට්ටුව අසල ලිඳ - උපදෙස් පරිදි අවශ්‍ය විටකදී පිරිසිදු කළ යුතුය. (ගැඹුර අඩි 25, විශ්කම්භය අඩි 8)
02	මානමුනාවත්ත පරිශ්‍රයේ ශිෂ්‍ය නේවාසිකාගාරය අසල ලිඳ - උපදෙස් පරිදි අවශ්‍ය විටකදී පිරිසිදු කළ යුතුය. (ගැඹුර අඩි 23, විශ්කම්භය අඩි 8)
03	නන්දන මාවත පරිශ්‍රයේ ප්‍රධාන දේශන ශාලාව අසල ලිඳ - අවම වශයෙන් මාස 03කට වරක් පිරිසිදු කළ යුතුය. (ගැඹුර අඩි 25, විශ්කම්භය අඩි 14)
04	තිසාවැව්වත්ත පරිශ්‍රයේ ප්‍රධාන ලිඳ - අවම වශයෙන් මාස 03කට වරක් පිරිසිදු කළ යුතුය. (ගැඹුර අඩි 30, විශ්කම්භය අඩි 18)

උක්ත කාර්යයන් සඳහා කොන්ත්‍රාත්කරු සතුව තිබිය යුතු අවම උපකරණ ලැයිස්තුව

අනු අංකය	නම	ප්‍රමාණය
01	විල් බැරෝ	06
02	උදුලු	12
03	සවල්	07
04	රේක්ක	06
05	යකඩ ඉණි	06
06	පිහි	06
07	අත් මුල්ලු	12
08	කප්පාදු කියත්	03
09	කප්පාදු කතුරු	03
10	මල් බාල්දි	08
11	චතුර බාල්දි	08
12	1/2'' චතුර බට (දිග අඩි 100)	06
13	1'' චතුර බට (දිග අඩි 100)	06
14	මල් කතුරු	06
15	ඉනිම. (මීටර් 05)	02
16	තෙල් ඉසින ටැංකි (ලීටර් 16)	01
17	පොරව	04
18	චේන් සෝ යන්ත්‍ර (Chainsaw)	01
19	තණකොළ කපන මැෂින්	05
20	සබ්මෙර්සිබල් ජල පොම්ප (Submersible Pump)	03
21	ඉදලේ	25

සැපයිය යුතු අවම කාර්ය මණ්ඩලය

1. එක් එක් පරිශ්‍රයන් සඳහා යෙදවිය යුතු පුහුණු / නුපුහුණු කම්කරුවන් සංඛ්‍යාව

	පරිශ්‍රය	අවම සංඛ්‍යාව
1	මානමුනාවත්ත පරිශ්‍රය	08
2	තිසාවැව්වත්ත පරිශ්‍රය	08
3	නන්දන මාවත පරිශ්‍රය	02
4	ලේඛකාධිකාරී නිල නිවාස පරිශ්‍රය	01
5	සංචාරක නිවාස පරිශ්‍රය	01
	එකතුව	20

2. එක් එක් පරිශ්‍රයන් සඳහා යෙදවිය යුතු වැඩ පරීක්ෂකයින් සංඛ්‍යාව

	පරිශ්‍රය	අවම සංඛ්‍යාව
1	මානමුනාවත්ත පරිශ්‍රය, තිසාවැව්වත්ත පරිශ්‍රය, නන්දන මාවත පරිශ්‍රය, ලේඛකාධිකාරී නිල නිවාස හා සංචාරක නිවාස පරිශ්‍රය යන සියලු පරිශ්‍රයන් සඳහා	01
	එකතුව	01

මෙම කොටස සම්පූර්ණ කිරීමේදී ලංසුකරුවන් පහත සඳහන් කරුණු කෙරෙහි ද සැලකිලිමත් විය යුතුය.

- i. මෙම ලේඛනය සම්පූර්ණ කිරීමට පෙර ලංසුකරු විසින් විශ්වවිද්‍යාල භූමිය පරීක්ෂා කර එක් එක් පරිශ්‍රයේ සිදු කළ යුතු වැඩ කොටස් පිළිබඳ පූර්ව අවබෝධයක් ලබා ගත යුතුය.
- ii. මෙම කොන්ත්‍රාත්තුවට අදාළ එක් එක් කාර්ය සිදු කිරීම සඳහා ආයතනය විසින් ඉදිරිපත් කරන ගාස්තුවට එම කාර්ය සඳහා යොදවන සේවකයින්ගේ මාසික සේවක වැටුප (EPF, ETF ඇතුළත්), උපකරණ ගාස්තු, පරිපාලන ගාස්තු, ලාභය ආදී සියලුම වියදම් ඇතුළත් විය යුතුය. 1941 අංක 27 දරණ පඩිපාලක ආඥාපනත හා එහි සංශෝධනවලට අනුකූලව කම්කරු අවම වැටුප හෝ ඊට වැඩි වැටුපක් ගෙවිය යුතුය.
- iii. සේවාව සැපයිය යුතු දිනයන්: ඉරිදා සහ රජයේ විශේෂ නිවාඩු දින හැර මාසයේ ඉතිරි සෑම දිනකදීම (ආසන්න වශයෙන් මසකට දින 25ක්)
- iv. ලේඛකාධිකාරී නිල නිවස සහ සංචාරක නිවාස පරිශ්‍රය සඳහා ඉරිදා දින සහ නිවාඩු දිනවලදී ද අදාළ සේවකයින් යෙදවිය යුතුය.

1. දෛනිකව සිදු කළ යුතු කාර්යයන් සඳහා මිල ගණන්:-

	පරිශ්‍රය	ඉටුකළ යුතු කාර්යය	කාර්යට අයත් භූමි ප්‍රමාණය (හෙක්ටයාර්)	අයකරන මාසික ගාස්තුව (රු.)
1	මානමුනාවත්ත	A	2.50	
		B	1.50	
		C	1.50	
2	තිසාවැව්වත්ත	A	4.50	
		B	1.50	
		C	0.30	
3	නන්දන මාවත	A	0.80	
		B	0.40	
		C	0.20	
4	ලේඛකාධිකාරී නිල නිවස හා සංචාරක නිවාසය පිහිටි පරිශ්‍රය	A	0.25	
		B	0.20	
		C	0.20	
එකතුව			13.85	

2. අවශ්‍යතාව පරිදි මසකට එක් වරක් පමණක් සිදු කළ යුතු පහත සඳහන් කාර්යයන් සඳහා විශ්වවිද්‍යාලය විසින් වෙන් කර ඇති මුදල යටතේ එම කාර්යයන් ඉටු කිරීමට කොන්ත්‍රාත්කරු එකඟ විය යුතුය.

2.1 විශ්වවිද්‍යාලයට අයත් ලිං පිරිසිදු කිරීම

අනු අංකය	පිරිසිදු කළ යුතු ලිං පිළිබඳ විස්තර	මසකට එක් වරක් පිරිසිදු කිරීමට විශ්වවිද්‍යාලය විසින් වෙන් කර ඇති මුදල (රු)
01	මානමූනාවත්ත පරිශ්‍රයේ ප්‍රධාන ගේට්ටුව අසල ලිද උපදෙස් පරිදි අවශ්‍ය විටකදී පිරිසිදු කළ යුතුය. (ගැඹුර අඩි 25, විශ්කම්භය අඩි 8)	5,000.00
02	මානමූනාවත්ත පරිශ්‍රයේ ශිෂ්‍ය නේවාසිකාගාරය අසල ලිද උපදෙස් පරිදි අවශ්‍ය විටකදී පිරිසිදු කළ යුතුය. (ගැඹුර අඩි 23, විශ්කම්භය අඩි 8)	5,000.00
03	නන්දන මාවත පරිශ්‍රයේ ප්‍රධාන දේශන ශාලාව අසල ලිද අවම වශයෙන් මාස 03කට වරක් පිරිසිදු කළ යුතුය. (ගැඹුර අඩි 25, විශ්කම්භය අඩි 14)	7,000.00
04	තිසාවැව වත්ත පරිශ්‍රයේ ප්‍රධාන ලිද අවම වශයෙන් මාස 03කට වරක් පිරිසිදු කළ යුතුය. (ගැඹුර අඩි 30, විශ්කම්භය අඩි 18)	10,000.00
	එකතුව	27,000.00

3. උද්‍යාන අලංකරණ හා නඩත්තු කටයුතු සඳහා පොහොර යෙදීම

01	පොහොර හෝ රසායනික ද්‍රව්‍ය යෙදීම සඳහා විශ්වවිද්‍යාලය විසින් වෙන් කර ඇති මුදල (රු)	100,000.00
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Section VIII PRICE SCHEDULE

The bidder shall consider the following points mentioned in the section VI of the Procurement Document.

1. All the following expenses to be charged by the Contractor,
 - Equipment Charges
 - Employ Salary (Including ETF and EPF)
 - Overhead Cost and Profit
2. Garden maintenance and landscaping should be done on weekdays and Saturday.
(Except Sunday and special government holidays)

Amount charged per day

- A. for a Work Supervisor : Rs.
- B. for a Labourer : Rs.

Total Charges

	Description	Rs.
a.	Monthly Charges for Daily Tasks (Page 33)	
b.	Amount for One Year (a × 12)	
c.	Discount (if any)	
d.	Total after Discount	
e.	SSCL (if any)	
f.	Total with SSCL	
g.	VAT	
h.	Total with SSCL + VAT	

Additional Charges

i.	Provisional Sum for Cleaning University Wells Per Time (Page 34, Task No. 2.1)	27,000.00 + TAX (VAT + SSCL if applicable)
j.	Annual Provisional Sum for Supplying Fertilizer and Other Chemicals (Page 34, Task No. 3)	100,000.00

Total Amount in words (Figure - f)

.....
(This amount shall be carried out to the Form of Bid)

- VAT Registration Number (if any) :
- SSCL Registration Number (if any) :
- Name of the Bidder :
- Signature of the Bidder :
- Address of the Bidder :
- E - mail Address :
- Telephone Number :

.....
Common Seal

.....
Date

Check List

		Page Reference	Check before submitting (✓)
01	Form of bid signed	22	
02	Verify that the amount in the price schedule has been correctly written in the Form of Bid	22	
03	Bid Security attached as per the prescribed format	15	
04	Completed the Price Schedule & Signed.	35	
05	Completed both original & copy of the bidding document.		
06	Completed format in section III performed experience.	23, 24	
07	Attached Financial Statement with Audited Certified copies. (2021/2022, 2022/2023, 2023/2024)	23, 24	
08	Attached Credit Facility details. (if required)	23, 24	
09	Attached past documents and numbered experience in past 3 years. (2021/2022, 2022/2023, 2023/2024)	23, 24	
10	Attached proof documents & numbered, similar nature services.	23, 24	
11	Completed qualification information in Section III.	23, 24	
12	Completed page 32 of Employer's Requirement in Section VI.	33	