



**BHIKSU UNIVERSITY OF SRI LANKA**  
**ANURADHAPURA**

Procurement Document For  
**PROVISION OF SECURITY SERVICE**  
**AT BHIKSU UNIVERSITY OF SRI LANKA - 2026/2027**

Contract Number: **BUSL/GAS/26/04/01 - I**

Chairman  
Department Procurement Committee  
Bhiksu University of Sri Lanka



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## INVITATION FOR BIDS

### **Bhiksu University of Sri Lanka Provision of Security Service - 2026/2027 (Contract No. BUSL/GAS/26/04/01 - I)**

1. The Chairman, Department Procurement Committee, on behalf of Bhiksu University of Sri Lanka, invites sealed bids from eligible and qualified bidders for the provision of Security Service to the University for a period of one (01) year.
2. Bidding will be conducted through National Competitive Bidding Procedure (NCP).
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 **and** should have license by the Ministry of Defense for the year 2026.
5. Qualification requirements to be qualify 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 Division in Bhiksu University of Sri Lanka in writing or via email ([saradmin@busl.ac.lk](mailto:saradmin@busl.ac.lk)) or through 025 - 2050695 and inspect the Procurement Documents at the same place until 20.07.2026 on any working days from 09.00 a.m. to 03.00 p.m. or from the University web site [www.busl.ac.lk](http://www.busl.ac.lk).
7. A complete set of Procurement Document in English Language may be purchased by interested bidders on the submission of a written request to the Assistant Registrar, General Administration Division in the Bhiksu University of Sri Lanka from **05.07.2026** until **20.07.2026** from 09.00 a.m. to 03.00 p.m. upon payment of a non-refundable fee of LKR. 7,000.00 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 **3.15 p.m.** on **21.07.2026**. Late Bids will be rejected & the original bid will be opened soon after closing in the presence of the Bidders or Bidders' representatives who choose to attend.
9. Bid shall be valid for 91 days (Ninety-One) up to **20.10.2026** after the dead line for bid submission.
10. A pre-bid meeting will be held at the Meeting Room of the Administrative Building of Bhiksu University of Sri Lanka at **10.00 a.m.** on **14.07.2026**. Interested bidders may attend this meeting at their own expenses.
11. Bid shall be accompanied by a Bid Security of **LKR. 270,000.00** The Bid Security shall be valid for 119 days (One Hundred and Nineteen) up to **17.11.2026**.

**Chairman,  
Department Procurement Committee,  
Bhiksu University of Sri Lanka,  
Puttalam Road, Anuradhapura.  
05.07.2026**



## **Section I**

### **INSTRUCTIONS TO BIDDERS**

#### **A. General**

- |  |     |  |
|--|-----|--|
| 1. Scope of Bid  | 1.1 | The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Procurement 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 bidder shall provide in Section III, Form 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"><li>(a) List of Services performed for each of the last Three years;</li><li>(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;</li><li>(c) list of major items of equipment proposed to carry out the Contract;</li><li>(d) qualifications and experience of key staff proposed for the Contract;</li><li>(e) Any other if listed in the Bidding Data.</li></ul> |
| 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**

5. Content of Procurement Document 5.1 The set of procurement documents comprises the documents listed below:
- Volume I**
- Invitation for Bid
- Section I Instructions to Bidders
- Section IV Conditions of Contract
- Section VII Standard Forms
- Volume II**
- Section II Bid Data Sheet
- Section III Form of Bid, Qualification Information, Experience Including Similar Nature Services & NON-COLLUSION DECLARATION
- Section V Contract Data
- Section VI Employer's Requirements
- Section VIII Price Schedule
6. Clarification of Procurement Documents 6.1 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.

## **C. Preparation of Bids**

7. Language of Bid 7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English Language
8. Documents Comprising 8.1 The Bid shall comprise the following
- 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; and
  - e) any other document required in the BDS.
9. Bid Submission Form and Price Schedules 9.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section III, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
10. Alternative Bids 10.1 Alternative bids shall not be considered.

11. Bid Prices
- 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.
- 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.
- 11.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder. However, VAT shall be included separately.
12. Currency of Bid and Payment
- 12.1 The lump sum price shall be quoted by the Bidder shall be in Sri Lanka Rupees.
13. Bid Validity
- 13.1 Bids shall remain valid for the period specified in the Bidding Data.
- 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.
14. Bid Security
- 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.
- 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.
- 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.
- 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).
- 14.5 The Bid Security may be forfeited:
- a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;

- b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 22; 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 procurement process as indicated in the BDS; and
  - d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 19.1.
- If all envelopes are not sealed and marked as required, the Purchaser 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 BDS.
- 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 Procurement Document and Contract Data. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Procurement Document.
- 22.4 A Bid shall be rejected at this stage prior to the financial evaluation if it does not respond to important aspects of the Employer's Requirements.
23. 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) correcting the arithmetical errors in-pursuant to Clause 24.
  - b) 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.
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 shall be accordance with the Workmen’s Compensation Act.
- G. Additional Clauses**
30. Power of Attorney 30.1 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.
31. Appealing procedure 31.1 Appealing procedure relating to this procurement shall conduct according to procurement guideline 2024 and 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
- 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**

- 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 Fourteen (14) 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

The Employer may terminate this Contract, by not less than thirty (14) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and sixty (60) days' in the case of the event referred to in (f):

- (a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- (b) if the Service Provider become insolvent or bankrupt;
- (c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9;
- (e) if the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 3.8.1 and the Contract Data.;
- (f) if the Employer, in its sole discretion, decides to terminate this Contract.

### 2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.2:

- 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.
- 3.3 Service Providers’ Actions Requiring Employer’s Prior Approval The Service Providers shall obtain the Employer’s prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services,
  - (b) appointing such members of the Personnel not listed by name 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 The Service Providers shall submit to the Employer the reports and documents specified in in the Procurement Document, in the numbers, and within the periods set forth in the said in the Contract Data
- 3.5 Documents Prepared by the Service Providers to Be the Property of the Employer All plans, drawings, Employer’s Requirements, designs, reports, and other documents and software submitted by the Service Providers 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 Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.

- 3.6 Correction for Over- payment
- 3.6.1 Correction for Over- payment If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5
- 3.7 Performance Security The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.

#### **4. Service Provider's Personnel**

- 4.1 Description of Personnel The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in the Procurement Document. The Key Personnel and Subcontractors listed by title as well as by name in Procurement Document are hereby approved by the Employer.
- 4.2 Removal and/or Replacement of Personnel
- a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
  - b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
  - c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

#### **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 Clauses 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 employer has the right to recalculate these amounts in the following occasions.</p> <p>(a) If the number of employee employed during any month is less than the number of employees as requested by the employer, 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  | 8.2.1 Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was no settled amicably in as with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995. |

- 8.2.2 The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3
- 8.2.3 The Party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.

**Section VII**  
**Standard Forms**

**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

### BID DATA SHEET

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 of the Contract is - Provision of Security Service at Bhiksu University of Sri Lanka 2026/2027 Contract Number - BUSL/GAS/26/04/01 - I
1.2	The contract period 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 <ul style="list-style-type: none"> <li>• registered business organization <b>and</b> should have license by the ministry of defense for the year 2026.</li> <li>• legal status relating to public company/ private company/ partnership/ sole proprietor shall be submitted with the bid.</li> </ul>
2.2 & 2.3 (a)	Service performed for each of last three years (2022/2023, 2023/2024, 2024/2025) This information shall be submitted according to the format given in the Section III of the procurement document.
(b)	Experience as a prime service provider in Security Services of at least one contract of similar nature and capacity during last three years (2022/2023, 2023/2024, 2024/2025) ( <b>Providing not less than 25 Security Personnel OR total value not less than 19 million rupees performed during 01-year period</b> ).
(c)	Required equipment and items shall be provided as per the schedule at requirements in Section VI
(d)	<ul style="list-style-type: none"> <li>• <b>OIC – 10 Years' Experience</b> in managing security services and ability to manage workforce etc.</li> <li>• <b>JSO &amp; LSO –2 Years' Experience</b> in working in the security services.</li> </ul>
(e)	<ul style="list-style-type: none"> <li>• Average volume of service performed in last 3 years (2022/2023, 2023/2024, 2024/2025) shall not be less than Rs. 40 million (should be attached certified Audited Financial Statements.)</li> <li>• 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 Rs. 6.8 million.</li> <li>• Bidder should attach the original letter issued by a Commercial Bank approved by the Central Bank of Sri Lanka which is confirming the credit facility, mentioning the contract name and contract number addressing to Vice-Chancellor of Bhiksu University of Sri Lanka.</li> </ul>

	<p><b>Note:</b>  <b>Projects completed in year 2025/2026 and audited financial statements for the year 2025/2026 will also be taken into consideration for the determination of experience and financial qualification. If the information for 2025/2026 is not available, 2022/2023, 2023/2024, 2024/2025 years will be considered for the evaluation.</b></p>
13.1	The Bid shall be valid up to <b>20.10.2026</b> (91 days from the date of close bid).
14.1	<p>Amount of Bid Security shall be Sri Lankan rupees Two Hundred Seventy Thousand (<b>LKR. 270,000.00</b>) which may be a bank guarantee issued by a commercial bank approved by the Central Bank of Sri Lanka <b>or</b> 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 <b>on the format given in the procurement document.</b></p> <p>Bid security shall be valid up to <b>17.11.2026</b> (119 days from the date of close of bids)</p>
17	<p>The address of submission bid: Chairman, Department Procurement Committee  The office of the Registrar, Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura.</p> <p>Deadline for submission of bids shall be <b>3.15 p.m. on 21.07.2026</b></p>
19.1	<p>Bids will be opened immediately soon after closing of Bids.</p> <p><b>Time - 3.15 p.m.</b>  <b>Date - 21.07.2026</b></p> <p>Address - Office of the Registrar, Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura.</p>
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. <b>(The acceptable form is given in the section VII of the Procurement Document)</b>
29.1	<p>The minimum insurance covers shall be:</p> <p>(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,</p> <p>For third party and employees of the Employer and other persons engaged by the Employer shall be accordance with the Workmen's Compensation Act.</p>
<b>Additional Clauses</b>	
30.1	Signature of duly authorized person should be verified by a power of Attorney. (Certified copy should be attached)
31.1	Appealing procedure relating to this procurement shall conduct according to Procurement Guideline 2024 and Procurement Manual 2024.

### **Section III**

#### **FORM OF BID, QUALIFICATION INFORMATION, EXPERIENCE INCLUDING SIMILAR NATURE SERVICES & NON-COLLUSION DECLARATION**

**FORM OF BID**

Name of Contract: **Provision of Security Service at Bhiksu University of Sri Lanka - 2026/2027**  
Contract Number: **BUSL/GAS/26/04/01 - I**

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

1. Having examined the procurement documents, we offer to provide the Service **Provision of Security Service for Bhiksu University of Sri Lanka -2026/2027 Contract number BUSL/GAS/26/04/01 - 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 Works 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
<b>Registration</b>	Registered Business Organization <i>(For Registered Business Organization, a certified copy of Business Registration shall be attached.)</i>	
<b>License</b>	Should have license by the ministry of defense for the year 2026.	
<b>Expiry Date</b>	<i>hold a valid registration from the deadline of submission bids until the expiry of the original validity of the bid</i>	
<b>Blacklisted Contractors</b>	Have you been declared as default contractor by NPC or any other agency?	Yes /No (write off the inappropriate answer)
		If yes provide details
<b>VAT Registration Number</b>	<i>(A certified copy shall be attached to the bid)</i>	
<b>SSCL Registration Number</b>	<i>(A certified copy shall be attached to the bid)</i>	
<b>Legal Status</b>	Public Company/ Private Company/ Partnership/ Sole Proprietor /Registered Business Organization <i>(A Certified copy shall be attached to the bid)</i>	
<b>Experience in Last Three Years</b>	Service performed for each of last three years (2022/2023, 2023/2024, 2024/2025) Fill the format in Section III  Projects completed in year 2025/2026 will also be taken into consideration.	
<b>Experience in Similar Nature</b>	Experience as a prime service provider in Security service of at least one contract of similar nature and capacity during last three years (2022/2023, 2023/2024, 2024/2025) Projects completed in year 2025/2026 will also be taken into consideration. <b>(Providing not less than 25 Security Personnel OR total value not less than Rs. 19 million rupees performed during 01-year period.)</b>  <i>(All relevant proof documents such as Service Awarding letters and Completion Certificates 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>	

<b>Financial Qualification</b>	Average Value of service performed during last 3 years (2022/2023, 2023/2024, 2024/2025) shall not be less than Rs. 40 million. <b>Attach certified audited financial statements.</b> Financial statements prepared for the year 2025/20256 will also be taken into consideration. If the information for 2025/2026 is not available, 2022/2023, 2023/2024, 2024/2025 years will be considered for the evaluation.		
	i. 2022/2023		Rs.....
	ii.2023/2024		Rs.....
	iii.2024/2025		Rs.....
	iv. 2025/2026 ( <i>If available</i> )		Rs.....
	Minimum Liquid Asset and or credit facility shall not be less than Rs. 6.8 million ( <b>Attach documents indicated in Procurement Documents</b> )		Rs.....
<b>No of Key Staff</b>	<b>Category</b>	<b>Per day Shift (Day and Night)</b>	<b>Agreed to provide Yes/ No</b>
	1. OIC	02	
	2. LSO	03	
	3. JSO	30	
<b>Total</b>		<b>35</b>	

Name : .....

Designation : .....

Signature of the Bidder : .....

Common Seal : .....

**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 last three years (2022/2023, 2023/2024, 2024/2025)**

Documentary evidences must be provided. If the documentary evidences are not attached will not be considered for evaluation. (Awarding letters and Service Completion letters etc.)

Projects completed in year 2025/2026 will also be taken into consideration.

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)	Proof Documents	
From	To						Contract Awarding Letter or Contract Agreement (√)	Service Completion Certificates (√)
D/M/Y	D/M/Y							

.....  
Signature of the Bidder

.....  
Common Seal

## **Schedule B - List of Key Staff and Responsibilities**

Bidder should provide details of the allocated number of security guards per shift as given in the Activity Schedule.

Site organization (Provide details of supervisory staff, their responsibilities, authorities, dues etc.) refer section VII.

Number of Security guards required per shift, their age, experiences in similar assignment etc.

**Non-Collusion Declaration**  
**(Relevant Reference to the Procurement Guidelines - 1.5)**

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

(a) I, nor any member, agent or representative of the firm/company/corporation/partnership/sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;

(b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid. (Bid No:.....)

(c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

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

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

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

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

.....  
Signature of the Declarant

## Section V

### CONTRACT DATA

CC Clause No																					
1.1(c)	The contract name is: Provision of Security Service at Bhiksu University of Sri Lanka - 2026/2027																				
1.1(e)	The employer is: Vice-Chancellor, Bhiksu University of Sri Lanka																				
1.4	<p>Employer : Vice-Chancellor, Bhiksu University of Sri Lanka</p> <p>Attention : Assistant Registrar, General Administration and Services</p> <p>Address : Bhiksu University of Sri Lanka, Puttalam Road, Anuradhapura.</p> <p>Telephone : 025-2050695</p> <p>Fax : 025-2236340</p> <p>Bidder shall submit information similar to the above mentioned details on behalf of him in the Form of Bid.</p>																				
1.6	<p>Authorized representative</p> <p>For the employer - Assistant Registrar, General Administration and Services</p> <p>Bidder shall nominate his authorized representative in the Form of Bid</p>																				
2.1	The contract shall come in to 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	<p>Key staff to be provided by the service provider</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Category</th> <th>Per day Shift (Day)</th> <th>Per day Shift (Night)</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">1. OIC</td> <td>01</td> <td>01</td> <td><b>02</b></td> </tr> <tr> <td style="text-align: left;">2. LSO</td> <td>03</td> <td>-</td> <td><b>03</b></td> </tr> <tr> <td style="text-align: left;">3. JSO</td> <td>14</td> <td>16</td> <td><b>30</b></td> </tr> <tr> <td style="text-align: left;">Total</td> <td>18</td> <td>17</td> <td><b>35</b></td> </tr> </tbody> </table>	Category	Per day Shift (Day)	Per day Shift (Night)	Total	1. OIC	01	01	<b>02</b>	2. LSO	03	-	<b>03</b>	3. JSO	14	16	<b>30</b>	Total	18	17	<b>35</b>
Category	Per day Shift (Day)	Per day Shift (Night)	Total																		
1. OIC	01	01	<b>02</b>																		
2. LSO	03	-	<b>03</b>																		
3. JSO	14	16	<b>30</b>																		
Total	18	17	<b>35</b>																		
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)	35 employees shall be provided by the service provider.																				

## **Section VI**

### **EMPLOYER'S REQUIREMENT**

#### **A - Description of the Services**

##### **A.1 Scope of the work**

The Service Provider should ensure the security of all property of the University

1. Bidder need to be maintaining the secure of the university properties and its activities. (Students, Properties, Staff Members, Events and Security plan)
2. Bidder should indicate the cost of services as follows by considering the rates recommended by wages board ordinance for security service.
  - (a) Amount charged for an OIC per shift of 12 hours.
  - (b) Amount charged for a JSO or LSO per shift of 12 hours

Bidder should comply to the labour legislation such as Wages Board Ordinance, National Minimum Wage of Workers Act No 27 of 1941 and its amendments and also comply to EPF, ETF and Gratuity Act, Workmen Compensation Ordinance and all the other related legislations as applicable.

3. The Vice Chancellor/ Registrar will determine the additional security points and security personnel required above the approved number if and when necessary, depending on the needs of the University.
4. All the staff engaged by the Bidder should be properly attired in proper uniforms and wearing their official ID card when they are on duty.
5. All the staff on duty should provide with the uniforms, rain-coats, umbrellas, torches/ emergency lamps (portable), Boot/ Boot wellington and office stationery.
6. The visiting officer (authorized by the company) should visit at least once a month and need to be check their immediate requirements.
7. All security personnel should wear their proper uniform such as, Respective uniform (LSO should wear saree), Boots, Beret or cap with their badges, Respective ranks, Lanyard with whistle. And ensure that every security person should be issued with each 2 uniforms.
8. Bidder to submit security personnel uniformed color photos according to their rank wise. (OIC/JSO/LSO)
9. All stationery requirements should be provided by the bidder.
10. Names of all staff on duty on each day shall be given to the University authorities as authorized by the Vice-Chancellor or the Registrar.
11. It should be specifically noted that the University reserves the right to request the withdrawal of any person on duty without assigning reasons.

12. Only the persons with maturity, training and experience shall be employed for duty at the University and they need to be submitted police report, along with their personal details.
13. The staff employed on duty shall comply with the instructions issued by the University authorities.
14. All the personnel on duty shall be supervised by a Senior Officer nominated by the Service Provider who shall liaise with the University authorities.
15. The staff on duty should be well conversant with firefighting, first-aid and use of walkie-talkie, Smart mobile telephones, communication equipment and other modern security equipment.
16. The staff engaged by the Bidder for duty in the University should report to the University authorities nominated by the Vice-Chancellor or the Registrar on any matter involved with the students, staff or any other person.
17. The security services should be provided round the clock and required number of Supervisor/ Guard should be employed for each shift. **The failure to do so will result in the deductions of the appropriate amount/ and or penalty from monthly Settlement of bills. 50% amount of daily payment per shift will be deducted as fine.**
18. Bidders should fill the monthly bill for performing every security point given in the Activity Schedule.
19. Minimum number of security guards required given in each Sub Section is given to justify the quantum of work to be done. Bidders should inspect the buildings and area where the service should be provided and according to his plans, he can increase the number of security guards to be provided and it should be indicated against proposed number of security guards.
20. All security guards should be in good health condition; age between 22 - 60 years and all staff should have good (Sinhala/ Tamil) language literacy.
  - **OIC – 10 Years' Experience** in managing security services and ability to manage workforce etc.
  - **JSO & LSO –2 Years' Experience** in working in the security services.
21. If a particular security guard is found to be below 22 years or over 60 years age or is not in good health condition, the employer has the right to order the replacement of the particular security guards. The Employer's instruction in such situation is binding and the service provider should take immediate actions to replace them.
22. The Employer will not bear any responsibility for payments of EPF and ETF to service provider's security personnel and the service provider should take all the responsibilities and actions to pay EPF and ETF according to labour regulations. Bidder should comply to the labour legislation such as Wages Board Ordinance, National Minimum Wage of Workers Act No 27 of 1941 and also comply to EPF, ETF and Gratuity Act, Workmen Compensation Ordinance and all the other related legislations applicable.

23. The suitable workmen compensation policy should be maintained by the service provider for the benefit of security personnel.
24. In addition to their duties OICs should visit within the Area of Responsibility (AOR) at least 3 times per shift.
25. The security persons are not allowed or entitled to organize any kind of trade union activities. At all any losses happen to properties in the university premises due to any kind of trade union activities organized by security persons the contractor should liable to settle such losses to the university.
26. The contractor should be liable to settle such losses or shortages arise to properties in the university premises due to ignorance of the duties.
27. The successful bidder shall permit the University's designated Security Inspectors to monitor and evaluate the performance of deployed security personnel at all times. The bidder shall extend full cooperation and promptly comply with any instructions or recommendations issued by the University to ensure the effective delivery of security services in accordance with the requirements of this procurement document.

### **Details of Payments and Performance Evaluation**

#### **B - Performance Evaluation**

##### **B.1**

To evaluate the performance of the Service Provider a progress review meeting with the Service Provider or his authorized representatives and his supervisors should be conducted once in two months. These meetings are chaired by the Vice-Chancellor or Registrar.

Following matters will be discussed at the meeting and the performance of the Service Provider shall be evaluated accordingly.

- (a) Quality of Service
- (b) Number of security guards assigned for each section
- (c) Failures of Service
- (d) Any other related important matters

##### **B.2 Schedule of payment**

The monthly bill should be submitted to the Assistant Registrar/ General Administration within first two weeks of the subsequent month.

## ACTIVITY SCHEDULE

	Name of the Security Point	OIC		JSO		LSO		Total Shifts
		Day Shifts	Night Shifts	Day Shifts	Night Shifts	Day Shifts	Night Shifts	
01	Main Gate - Manamunawatta Premises	01	01	01	01	01	-	<b>05</b>
02	Second Entrance Gate Vehicle Garage - Senate Building	-	-	-	01	01	-	<b>02</b>
03	Library Building	-	-	01	-	-	-	<b>01</b>
04	Faculty of Buddhist Studies	-	-	01	01	-	-	<b>02</b>
05	Vice-Chancellor Lodge & Deans Quarters	-	-	01	01	-	-	<b>02</b>
06	Students Centre	-	-	01	-	-	-	<b>01</b>
07	Student Hostel - Manamunawatta Premises	-	-	-	01	-	-	<b>01</b>
08	Rear Entrance - Manamunawatta Premises	-	-	01	02	01	-	<b>04</b>
09	Main Gate - Thisawewawatta Premises	-	-	02	02	-	-	<b>04</b>
10	Staff Entrance - Thisawewawatta Premises	-	-	01	01	-	-	<b>02</b>
11	Rear Entrance - Thisawewawatta Premises	-	-	01	01	-	-	<b>02</b>
12	Nandana Mawatha Premises	-	-	02	02	-	-	<b>04</b>
13	Registrar Quarters/ Circuit Bungalow	-	-	01	02	-	-	<b>03</b>
14	Multipurpose Building	-	-	01	01	-	-	<b>02</b>
Total		<b>01</b>	<b>01</b>	<b>14</b>	<b>16</b>	<b>03</b>	-	<b>35</b>

**N.B.**

1. You are advised to refer the above requirement of the Security for Bhiksu University of Sri Lanka when you made quotation.
2. Bidder is responsible for assign security officers to cover up all the shifts in all premises
3. Detail activity schedule will be provided.

## Section VIII PRICE SCHEDULE

### Amount charged per shift (12 hours)

- A. for an Officer in Charge (OIC) : Rs.....
- B. for a Lady Security Officer (LSO) : Rs.....
- C. for a Junior Security Officer (JSO) : Rs.....

### Total Charges

		a	b	c	d	e
		Required Shifts per day	Rate per 12-hour Shift (Without VAT) (Rs.)	Amount per Day (Without VAT) (a x b) (Rs.)	Amount for Month (Without VAT) (c x 30) (Rs.)	Amount for One Year (Without VAT) (c x 365) (Rs.)
i.	OIC	02				
ii.	JSO	30				
iii.	LSO	03				
iv.	Total without VAT					
v.	Discount (if any)					
vi.	Total after discount					
vii.	SSCL (if any)					
viii.	Total with SSCL (vi + vii)					
ix.	VAT (if any)					
x.	Total with SSCL + VAT (viii + ix)					

**Total amount in words (figure - viii/ Total after discount with SSCL and without VAT) .....**

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

VAT Registration Number (if any) : .....

SSCL Registration Number (if any): .....

Name of the Bidder : .....

Address of the Bidder : .....

Email Address : .....

Telephone Number : .....

Signature of the Bidder : .....

.....  
Rubber Seal

.....  
Date

***Check List***

		<b>Page Reference</b>	<b>Check before submitting (√)</b>
01	Bid Security attached as per the prescribed format	16	
02	Form of bid signed	23	
03	Verify that the amount in the price schedule has been correctly written in the Form of Bid	23	
04	Attached past documents and numbered experience in last 3 years. (2022/2023, 2023/2024, 2024/2025)	24	
05	Attached proof documents & numbered, similar nature services.	24	
06	Completed qualification information in Section III.	24	
07	Attached Financial Statement with Audited Certified copies. (2022/2023, 2023/2024, 2024/2025)	25	
08	Attached Credit Facility details. (if required)	25	
09	Completed format in section III performed experience.	26	
10	Completed the Price Schedule & Signed.	34	
11	Completed both original & copy of the bidding document.		