



BIDDING DOCUMENT

SECURITY SERVICES - 2026

**MINISTRY OF AGRICULTURE, LIVESTOCK,
LAND AND IRRIGATION**

Contract No: MOA/NCB/02/2025 - SECURITY SERVICE

**MINISTRY OF AGRICULTURE, LIVESTOCK,
LAND AND IRRIGATION**

80/5, "Govijana Mandiraya",

Rajamalwatta Road,

Battaramulla.

T.P. 011-2887406

E.mail: procurement.1info@gmail.com

Contents

01	Procurement Notice (English)		3
02	Section I	Invitation for Bids, Instructions to Bidders	5-12
03	Section II	Bidding Data	13-15
04	Section III	Form of Bid, Qualification Information, Letter of Acceptance, Work Plan and Methodology and Form of Contract	16-21
05	Section IV	Conditions of Contract	22-28
06	Section V	Contract Data	29-30
07	Section VI	Employer's Requirements	31-37
08	Section VII	Activity Schedule	38
09	Section VIII	Price Schedule Breakup for Wage Payment	39 40
10	Section IX	Forms of Security	41-42
11	Section X	Non-collusion Affidavit	43
12		Site Visit	44
13		Check List	45

PROCUREMENT NOTICE



Ministry of Agriculture, Livestock, Land and Irrigation

Security Services -2026

Bids are invited for the selection of a suitable service provider to maintain the Security Service of the Battaramulla “Govijana Mandiraya” building and its surrounding premises, where the Ministry of Agriculture, Livestock, Land and Irrigation is located, for the period from 01.01.2026 to 31.12.2026.

Bids will be accepted from **15.10.2025 until 04.11.2025 at 2.30 PM.**

Procurement documents can be obtained from the **Procurement Division, 1st Floor, Ministry of Agriculture, Livestock, Land and Irrigation**, upon payment of a non-refundable fee of **LKR. 5000.00.**

For all relevant information, visit the Ministry of Agriculture, Livestock, Land and Irrigation website **www.agrimin.gov.lk**.

Tel :- 011-2887406

Ministry Procurement Committee (Minor)
Ministry of Agriculture, Livestock, Land and Irrigation
80/5, “Govijana Mandiraya”,
Rajamalwatta Road,
Battaramulla.

Specimen

Invitation for Bids

Ministry of Agriculture, Livestock, Land and Irrigation Security Services - 2026

1. **The Chairman, Ministry Procurement Committee (Minor)**, Ministry of Agriculture, Livestock, Land and Irrigation on behalf of the **Secretary, Ministry of Agriculture, Livestock, Land and Irrigation** invites sealed bids from eligible and qualified bidders for **Security Services, Ministry of Agriculture, Livestock, Land and Irrigation, Battaramulla**.
2. The intended Service Period is One Year. (01.01.2026-31.12.2026)
3. Bidding will be conducted through National Competitive Bidding procedure (NCB).
4. All bidders shall have a valid business registration/ certificate of registration, VAT registration and annual license from the Ministry of Defense at the time of submission of the bid. Bid security and above two documents are compulsory at the bid opening.
5. A non-refundable deposit of Rs.5,000/- may be paid to the Secretary, Ministry of Agriculture, Livestock, Land and Irrigation – Agriculture Section, 80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla after which the procurement documents can be obtained from the Admin & Procurement Division, 1st Floor from 9.00 a.m. to 3.00 p.m. from 2025.10.15 to 2025.11.03. A photocopy of the receipt should be attached to the application. All applications without photocopies of these deposits will be rejected. The decision of the Procurement Committee shall be final.
6. Pre-bid meeting will be held on 22.10.2025 at 10.30 a.m. at the conference hall located 1st floor of the Ministry of Agriculture, Livestock, Land and Irrigation – Agriculture Section.
7. All relevant information could be visited from Ministry web site www.agrimin.gov.lk from **15.10.2025 up to 04.11.2025**.
8. Bids shall be valid up to **20.01.2026**.
9. Bid shall be accompanied by an unconditional on demand bid security of **Rs.260,000.00** as specified in the bidding document. Bidder shall obtain the bid security/s from a commercial bank approved by the Central Bank of Sri Lanka (CBSL) valid up to **17.02.2026** in favor of Secretary, Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla.
10. As an option bidder is allowed to have a cash deposit amount to Rs.260,000.00 to Shroff Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla and original receipt attach to the Original Bid.

11. Sealed Bids in duplicate must be delivered and reached to the address below on or before **2.30 p.m.** on **04.11.2025**. The original of the bid should be enclosed in a cover & marked **“Original”**. Duplicate of the bid should be enclosed in a separate cover and marked **“Duplicate”**. Both the original and the duplicate of the bid should be enclosed in one cover and top left hand corner shall be marked **“Invitation for bids Security Services - 2026”**. The name & address of the firm submitting the bid should appear in the cover.

The Chairman of the Ministry procurement Committee
Ministry of Agriculture, Livestock, Land and Irrigation,
80/5, “Govijana Mandiraya”,
Rajamalwatta Road,
Battaramulla

Alternatively, the sealed Bid may be deposited in the designated Bidding Box located at the office of the Senior Assistant Secretary (Admin & procurement), Ministry of Agriculture, Livestock, Land and Irrigation(Agriculture Division), Admin & Procurement Division, 1 st Floor,80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla.

12. **Late bids will not be accepted and bids not accompanying a valid Bid Security for the appropriate amount valid up to 17.02.2026, a copy of business registration, annual license from the Ministry of Defense and filled table Breakup for Wage Payment under Section VII Total Price Schedule will be rejected.** Bids will be opened immediately after **2.30 p.m.** on **04.11.2025 at the 1st Floor, Conference Hall**, Ministry of Agriculture, Livestock, Land and Irrigation. The presence of the Bidders’ representatives who choose to attend in person at the address given above.

Chairman,
Ministry Procurement Committee,
Ministry of Agriculture, Livestock, Land and Irrigation,
80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla

Section I. Instructions to Bidders

A. General

1.	Scope of Bid	1.1	The Employer, as defined in the Bidding Data, invites proposals for the service as described in the Section VI. The name and identification number of the Contract is provided in the Bidding Data.
		1.2	The successful bidder security service provider will be expected to complete the Services by the Intended Completion Date provided in the Bidding Data Sheet.
		1.3	The Name of the Procurement and Identification number is provided in the Bidding Data.
2.	Qualification and Experience of the Bidder	2.1	All bidders shall provide duly Perfected Forms of Bid furnishing information regarding qualifications, experience and preliminary descriptions on the proposed service, including method, strategies and time schedule etc.
		2.2	If stated in the Bidding Data, all bidders shall include the following information and documents with their bids as in Section III.
		(a)	Experience in similar assignments: last five years including with two government institutes. (2020-2024).
		(b)	Work plan and methodology
		(c)	The list of Staff of the project for the last three years (2022,2023,2024) with NIC numbers along with the copies of EPF & ETF statements submitted by the Bidder will be evaluated.
		(d)	Financial Capacity : last three years (2022, 2023,2024). The annual liquidity should be not less than Rs.1 million, otherwise, a written loan facility obtained from an approved commercial bank in relation to the above value should be submitted.
		(e)	Any other, if listed in the Bidding Data Sheet;
3.	Cost of Bidding	3.1	The bidder shall bear all costs associated with the preparation and submission of the bid, and the Employer will in no case be responsible or liable for those costs.
4.	Traveling etc.	4.1	The bidder , at the bidder's own responsibility and risk, is encouraged to visit and examine the sites of required services and its surroundings and obtain all information that may be necessary for preparing the proposal and entering into a contract for the Services. The costs of traveling etc. shall be at the bidder's own expense.

B. Bidding Documents

5. Content of Bidding Documents	5.1	The set of bidding documents comprises the documents listed below. Section I Instructions to Bidders Section II Bidding Data Section III Form of Bid & Qualification Information Section IV Conditions of Contract Section V Contract Data Section VI Employer's Requirements Section VII Activity Schedule Total Price Schedule Section VIII Security Forms
6. Clarification of Bidding Documents	6.1	A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the BDS.

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 Client shall be written in English Language.
-------------------------------------	------------	---

D. Submission of Bid

8. Documents Comprising Bid	8.1	The Bid shall comprise the following: a) Proposal Submission Form and the applicable Price Schedules, Form of Bidders detail in accordance with ITB; b) Bid Security, in accordance with ITB Clause 12; c) Schedules in accordance with ITB 2; d) Any other document required in the BDS
Deadline Submission Bids	8.2	Bids shall be delivered to the Client at the address specified in Bidding Data no later than the time and date specified in the same.
9. Bid Prices	9.1	The Contract shall be for the Services, as described in the Employer's Requirements - Section VI, based on the price Schedule submitted by the Bidder.
10. Currency of Bid and Payment	10.1	The price quoted by the Bidder shall be in Sri Lanka Rupees.

11. Bid Validity	11.1	Bids shall remain valid for the period specified in the Bidding Data Sheet.
	11.2	In exceptional circumstances, the Employer may request the bidder to extend the period of validity for a specified additional period. The request and the bidder's responses shall be in writing. A bidder may refuse the request without extending the Bid security . A bidder agreeing to the request will not be required or permitted or otherwise to modify the Proposal, but will be required to extend the validity of Bid security for the period of the extension, and in compliance with Clause 12 in all respects.

12. Bid Security	12.1	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 Sheet.
	12.2	If the bid is not accompanied by an acceptable Bid Security as requested under sub-clause 12.1 above, the Proposal shall be rejected by the Employer.
	12.3	The bid security of unsuccessful bidder's will be returned within 28 days of the end of the bid validity period specified in the Bidding Data Sheet.
	12.4	The bid security of the successful bidder will be discharged within 14 days after the bidder has signed the Agreement and furnished the required Performance Security.
	12.5	The Bid Security may be forfeited: (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity; (b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 22; or (c) 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.
13. Format and Signing of Bid	13.1	The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.
	13.2	The original of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid where entries or amendments have been made shall be initiated by the person or persons signing the document.

	13.3	The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Client, 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.
14. Sealing and Marking of Bids	14.1	The Bid prepared in accordance with clause 8 shall: a) Be addressed to the Employer at the address provided in the Bidding Data; b) Bear the name and identification number of the Contract as defined in the Bidding Data; and c) Provide a warning not to open before the specified time and date for opening of the bid as defined in clause 8.1
	14.2	In addition to the identification required in Sub-Clause 14.1, the envelope shall indicate the name and address of the Bidder to enable the Bid to be returned unopened if required.
	14.3	If the envelope is not sealed and marked as above, the Client will assume no responsibility for the misplacement or premature opening of the Bid.
15. Deadline for Submission of Bids	15.1	Bids shall be delivered to the Client at the address specified above no later than the time and date specified in the Bidding Data Sheet.
	15.2	Client 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.
16. Late Bids	16.1	Any Bid received by the Client after the deadline prescribed in Clause 15 will be returned unopened to the Bidder.

D. Bid Opening and Evaluation

17. Bid Opening	17.1	The Purchaser shall conduct the bid opening in public at the address, date and time specified in the BDS.
18. Clarification of Bids	18.1	To assist in the examination, evaluation and comparison of bids, the Client may, at the Client'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 Client may require. The request for clarification and the response shall be 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 Client in the evaluation of the bids in accordance with Clause 22.
19. Examination of Bids and Determination	19.1	Prior to the detailed evaluation of bids, using the information provided, the Client will determine whether each Bid (a) is accompanied by the required securities and (b) is substantially responsive to the requirements of the bidding documents.

n of Responsiveness	19.2	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.
	19.3	A substantially responsive Bid is one which conforms to all the terms, conditions and Client's Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the Service; (b) which limits in any substantial way, inconsistent with the bidding documents, the Client'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.
20. Evaluation of Qualification and Experience and Financial Bid	20.1	The Client will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 19. The evaluation criteria outlined in the Bidding Data Sheet (BDS).
	20.2	During the evaluation of Bid, the Employer will determine whether the bidder's are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document.
21. Correction of Errors	21.1	Bids determined to be substantially responsive will be checked by the Client for any arithmetic errors. Arithmetical errors will be rectified by the Client 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.
	21.2	The amount stated in the Bid will be adjusted by the Client in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause 12.5.

E. Award of Contract

22. Award Criteria	22.1	Subject to Clause 24, the Client will award the contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid Price.
23. Client's Right to Accept any Bid and to Reject any or All Bids	23.1	Not with standing Clause 23, the Client reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Client's action.

24. Notification of Award and Signing of Agreement	24.1	The Bidder whose Bid has been accepted will be notified in writing, of the award by the Client 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 Client 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”).
	24.2	The notification of award will constitute the formation of the contract.
	24.3	The Contract, in the form provide in the bidding documents, will Incorporate all agreements between the Client and the successful Bidder.
25. Performance Security	25.1	If requested in the Bidding Data, within 14 days after receipt of the letter of Acceptance, the successful Bidder shall deliver to the Client a performance Security in the amount of 5% of the total Contract sum of and in the form (Unconditional on demand 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 condition of contract section IV. Which shall be valid for 28 days from the end of the contract period of one year. After submitting the performance security, the contract agreement shall be signed with this Ministry.

Section II- Bidding Data

Instructions to Bidders Clause Reference

(1.1) The Client is the Secretary, Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla.

Name of the Contract: - Security Services- 2026

Identification Number of the Contract: MOA/NCB/02/2025 - SECURITY SERVICE

(1.2) The Intended Completion date is - One year (31.12.2026).

(1.3) (a) The source of funding is GOSL.

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

(a) Experience in similar assignments: last five years including with two government institutes (2020-2024).

(b) Work plan and methodology

(c) The list of Staff of the projects for the last three years (2022, 2023, 2024) with NIC numbers along with the copies of EPF & ETF Statements Submitted by the Bidder will be evaluated.

(d) Financial Capacity : last three years (2022,2023,2024). The annual liquidity should be not less than Rs.1 million, otherwise, a written loan facility obtained from an approved commercial bank in relation to the above value should be submitted. Registration number of the EPF & Number of current employee & their EPF Numbers. (This is not applicable for the bids from government departments).

(e) Any other information if listed in the Bidding Data. Details of VAT Registration – if the bidder has not registered for the collection of VAT a letter stating that the bidder has exempted for collection of VAT from the Commissioner of the Department of Inland Revenue should be submitted with the Bid. Any Bid which is not satisfying the above will be rejected.

(f) Shall be provide in Non – collusion Affidavit (Template) with your bid.
(This declaration must be signed on a Rs.50 stamp and certified by a justice of the peace)

(11.1) The period of Bid validity shall be - 20.01.2026 (77 days from the bid opening date).

(12.1) The amount of Bid Security shall be – LKR. 260,000.00

The Bid Security shall be valid until - 17th February 2026

Bid Security should be addressed to - Secretary, Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla.

(14.2) The Client's address for the purpose of Bid submission is the Chairman, Ministry Procurement Committee, Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, "Govijana Mandiraya", Rajamalwatta Road, Battaramulla

For identification of the bid the envelopes should indicate: Contract: Security Services - 2026

Bid / Contract Number: MOA/NCB/02/2025 - SECURITY SERVICE

For clarification of bid purposes only The Client's address is:

Attention : Senior Assistant Secretary (Admin & Procurement)
Address : Ministry of Agriculture, Livestock, Land and Irrigation,
80/5, "Govijana Mandiraya", Rajamalwatta Road, Battaramulla.
Telephone : 011-2887406
Fax : 011-2887406

(15.1) The deadline for submission of bids shall be **2.30 p.m. on 04th November 2025.**

(17.1) Bids will be opened immediately after the closing of bids 2.30 p.m. **on 04th November 2025** at the **Conference Hall, 1st Floor**, Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, "Govijana Mandiraya", Rajamalwatta Road, Battaramulla. The bidder or his authorized representative may attend the bid opening.

(20.2) Criteria for Evaluation of Qualification and Experience:

	Criteria	Maximum Points	Minimum Required Points
a	Work plan and Methodology	20	14
b	Staff	50	30
c	Equipment	10	6
d	Client Reference (performance of the last 5 years)	20	10
	Total	100	60

❖ *It's compulsory to meet the minimum requirement from each criterion in order to qualify.*

(a) Work plan and methodology:

The determination will take into account the Bidder's proposed approach including the allocation of necessary resources in providing the services. Please consider approach to be taken with regard to

1. human security,
2. traffic movement,
3. parking arrangement,
4. assets management,
5. action to be taken in case of theft,
6. handling of emergency situation,
7. hazards
8. Other

Maximum of 20 points will be awarded at 2.5 points for each of the above criteria, and a minimum of 14 points must be obtained.

(b) Staff:

The list of Staff of the projects for the last three years (2022,2023,2024) with NIC numbers along with the copies of EPF & ETF Statements Submitted by the Bidder will be evaluated. (Monthly evidences should be provided - Monthly C/E Returns)

OIC- Experience in the Sri Lanka Police Service or armed forces is preferably and should have good communication skills.

Other Security Officers - At least 10 officers should have experience in the Sri Lanka Police Service or armed forces, and it would be more preferable if the said number of officers is between 10 - 15.

(i). OIC- Experience in police or armed services. – 10 Points

(ii).Other Security Officers - There should be a minimum of 10 officers with experience in the Police and Armed Forces. For each additional officer beyond this minimum, 5 points will be awarded, up to a maximum of 40 points. The minimum required points for (i) and (ii) are 30.

(c) Equipment:

Maximum of the equipment proposed by the Bidder will be evaluated. Proposed equipment should be supported to the proposed work plan. Refer Schedule “C”. **(proposed list of equipment for this project should be submitted)**

A total of 10 points will be awarded at 2 points for each of the item criteria, and a minimum of 6 points must be obtained.

(d) Client's Reference:

The references made by previous clients for the last three years (2022, 2023, 2024) about the quality of the service provided by the bidder will be **evaluated (Service appreciation letters must be attached as an evidence to eligible for marks).**

When presenting the related articles, priority will be given based on the most recent year. An article that mentions the service as "Good" will be awarded 5 points each, and one that mentions it as "Satisfactory" will be awarded 3 points each. A maximum of 20 points can be obtained, and a minimum of at least 10 points must be achieved.(Maximum number of client's reference letters should be 04)

(25.1) The performance Security acceptable to the Ministry of Agriculture, Livestock, Land and Irrigation shall be an unconditional and on demand form of guarantee to an amount 5% of the contract price.

Section III

Form of Bid, Qualification Information, Letter of Acceptance, Work Plan and Methodology and Form of Contract

Form of Bid

[date]

To : Chairman, Ministry Procurement Committee
Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, "Govijana Mandiraya",
Rajamalwatta Road, Battaramulla

Having examined the bidding documents, we offer to provide Security & Protection Service in accordance with the Conditions of Contract, Client's Requirements, drawings and activity schedule accompanying this Bid for the annual Contract Price of
Rs..... [amount in numbers] without VAT and
Rs..... [amount in numbers] with VAT

.....
[amount in words] without VAT and
..... [amount in words]
without VATor any other sum derived in
accordance with the said documents.

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 bidding documents and specified in the Bidding Data.

Authorized Signature: -

Name and title of Signatory: -

Name of Bidder :-

Address :-

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 – Work Plan and Methodology

(If requested under ITB clause 20.2 of the section II)
(Qualification and Experience Information)

Sheet 1 of

*Should respond to all the
requirements given in the
Employer's Requirements.*

Schedule B – Staff (If requested under ITB clause 20.2 of the section II) (Qualification and Experience Information) (Please attach separate sheet)				
Name of the officer	NIC No.	Qualification	Experience	EPF No.

Total Number of Staff	ETF Number of the Employer

Schedule C – Equipment (If requested under ITB clause 20.2 of the section II (Qualification and Experience Information) (Please attach separate sheet)							
Item No.	Name of the Machine/Equipment	Required amount	Model	Year of purchase	Capacity	Own	Rent
1.	Hand metal detectors	2					
2.	Vehicle checking mirrors	2					
3.	Emergency lights	4					
4.	Heavy duty torch lights	5					
5.	Air guns	2					
6.	Others if any						

Schedule D – Clients Reference
ATTACH THE CERTIFICATES GIVEN BY THE CLIENT’S MARKING REFERENCES ON THE SERVICES EXECUTED BY BIDDER

Financial Documents for Eligibility			
1).Summary of the applicant company assets and liabilities on the basis of the attached income tax return and audited financial statements for the immediately preceding three years and a certified copy of schedule of fixed assets			
	Year.....	Year	Year
1.Total Assets			
2.Current Assets			
3.Total liabilities			
4.Current liabilities			
5.Net worth (1-3)			
6. Net working capital (2-4)			

2) Commitment from a licensed commercial bank to extend to its credit line if the contract is awarded Name of the Bank: Credit Facility Amount:
--

Letter of Acceptance
(Letterhead paper of the Employer)

Notes on Form of Letter of Acceptance

The letter of Acceptance will be the basis for information of the Contract as described in Clause 25 of the Instructions to Bidders. This standard form of letter of acceptance should be filled in and sent to the successful bidder only after evaluation of bids has been completed.

[date]

To: [name and address of the Service provider]

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

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance in 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 “Client”) and on the other hand, [name of Service Provider] (hereinafter called the “Service Provider”).

WHEREAS

- (a) The Client 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 “Services”);
- (b) The Service Provider, having represented to the Client 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 Client’s Requirements
 - (f) The following Appendices: [*Note: If any of these Appendices are not used, the words “Not used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix*]
 - Appendix A : Description of the Services
 - Appendix B : Schedule of Payments
 - Appendix C : Key Personnel
 - Appendix D : Breakdown of Contract Price
 - Appendix E : Services and Facilities Provided by the Client
- 2. The mutual rights and obligations of the Client 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 Client 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 Client]

[Authorized Representative]

For and on behalf of [name of Service Provider]

[Authorized Representative]

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 Client (c) “Contract” means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract; (d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6.2; (e) “Client” means the party who employs the Service Provider (f) “Party” means the Client or the Service Provider, as the case may be , and “ Parties” means both of them; (g) “Personnel” means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof; (h) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Client; (i) “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Client (j) “Client’s Requirements” means the Client’s Requirements of the Service included in the bidding document submitted by the Service Provider to the Client (k) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Client’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 Democratic Socialist 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 Service shall be performed at such locations as are specified in Appendix A, in the Client's Requirements and, where the location of a particular task is not so specified, at such locations, as the Client may approve.
1.6 Authorized Representatives	Any action required or permitted to be taken, and document required or permitted to be executed, under this Contract by the Client 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 seven (07) days after the date the Contract becomes effective, or at such other date a may be specified in the Contract Data.
2.3 Intended Completion Date	Unless terminated earlier pursuant Clause 2.6, the Service Provider shall complete the activities by the intended a completion date as is specified in the Contract Data. If the Service Provider does not complete the activities by the intended completion date, it shall be liable to pay liquidated damage as per sub-Clause 3.8. In this case, the completion date will be the date of completion of all activities.
2.5 Force Majeure	
2.5.1 Definition	For the purposes of this Contract (Force Majeure) means and event which is beyond the reasonable control of a party and which makes a party's performance of its obligation 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 breach of , or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other party as soon as possible about the occurrence of such an event.

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 Client	The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and sixty (60) days' in the case of the event referred to in (f): (a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Client 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 Client, 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 Client, 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 Client 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 payments is overdue; or (b) if, as the result of Force majeure, the Service Providers are unable to perform a material portion of the Service 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 Client 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 Client'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 Client and shall at all times support and safeguard the Client's legitimate interests in any dealings with Subcontractors or third parties.
3.3 Confidentiality	The Service providers, their Subcontractors and the Personnel of either of them shall not disclose either during the term or within two (2) years after the expiration of this, any proprietary or confidential information relating to the project the service, this contract, or the Client.
3.5 Service Providers' Actions Requiring Clint's prior Approval	The service Providers shall obtain the Client'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 Service (b) Appointing such member of the Personal not listed by name in Appendix C ("Key Personal and Subcontractors"). (c) Changing the Program of activities; and (d) Any other action that may be specified in the Contract Data.
3.6 Reporting Obligations	The Service Providers shall submit to the Client the reports and documents specified in Appendix B in the form in the numbers, and within the periods set forth in the said Appendix.
3.7 Documents Prepared by the Service providers to be the Property of the Client	All plans, drawings, Client' Requirements designs, and other documents and software submitted by the Service providers in accordance with Clause 3.6 shall become and remain the property of the Client, and the service providers shall not later than upon termination or expiration of this contract, deliver all such document and software to the Client, 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.
3.8 Liquidated Damages	

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

3.8.2 Correction for over Payment	If the intended completion date is extended after liquidated damages have been paid, the Client shall Correct any over payment of liquidated damages by the Servicers Provider by adjusting the next payments certificates. The Service Provider shall be paid interest on the over payments, calculated From the dated of the payments to the date of repayments, at the rate specified in close 6.5
3.9 Performance Bond	The service provider shall provide the performance Bond to the Client no later than the date specified in the letter of acceptance the Performance Bond shall be issued to a sum of 5% of the total Contract sum and from and by a bank acceptable to the Client. Performance security should be initially for 400 days valid from the date of acceptance and subjected to be extended another 365 days in case of extension of contract.

Service Provider's personnel

4.1 Description of Personnel	The titles agreed job description, minimum Qualifications, and estimated period of engagement in the carrying out of the Service of the Service providers Key Personnel are described in Appendix C. The Key Personal and subcontractor listed by title well as by name in Appendix C hereby approved by the Client.
4.2 Removal and/or Replacement of Personnel	(a) Except as the Client may otherwise agree, no changes shall be made in the key Personal. If for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personal, the Service Provider shall provide as a replacement a person of equivalent or better qualifications. (b) If the Client finds that any of the Personal 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 Personal, then the Service Provider shall, at the Client's written request specifying the grounds there of provide as a replacement a person with qualifications and experience acceptable to the Client. (c) The Service Provider shall have no claim for additional cost arising out of or incidental to any removal and /or replacement of personal.

5. Obligation of the Client

5.1 Assistance and Exemptions	The Client shall use his best efforts to ensure that the Government shall Provide the Service Provider such assistance and exemptions as Specified in the SCC.
5.2 Change in the Applicable Law	If, after the date of this Contract, there is any change in the applicable Law With respect to taxes and duties which increase or decrease the cost of Services rendered by the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the parties , and corresponding adjustment shall be made to the amount referred to in clauses 6.2 (a) or (b), as the case may be
5.3 Service and Facilities	The Client shall make available to the Service Provider the Service and Facilities listed under appendix F.

6. Payment to the Service Provider

6.1 Lump-Sum Remuneration	The Service Provider's remuneration shall not exceed the Contract price and shall be affixed lump-sum including all subcontractors' costs, and all other costs incurred by the service providers in carrying out the service described In Appendix A. Except as provided in clause 5.2 the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3.	
6.2 Contract price	The Contract price is the price to be paid per annum for the performance of Services.	
6.3 Payments for Additional Service, and Performance Incentive Compensation	6.3.1	For the purpose of determining the remuneration due for additional Service as may be agreed under clause 2.4, a breakdown of the lump-sum price provided in Appendices D.
6.4 Terms and Conditions of Payments	Payment will be made to the Service provider and according to the schedule stated in the contract Data. Unless otherwise stated in, the correct Data, first payment shall be made against the provision by the service provider of a bank guarantee for the same amount, and shall be valid for the period stated in the Contract Data. Any other payment shall be made after the conditions submitted an invoice to the Client specifying the amount due.	
6.5	Payments of the Contract fee shall be made within twenty-eight from the date of receipt of the bill of the previous month.	

7. Quality Control

7.1 Identifying	The Client shall check the Service Provider's performance and notify him of Defects any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.
7.2 Correction of and Performance Penalty	a) The Client shall give notice to the Service Provider of any Defects before Defects, and the end of the Contract. The Defects liability period shall be extended for as Lack of long as Defects remain to be corrected. b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Client's notice. c) If the Service Provider has not corrected a Defect within the time specified in the Client's notice, the Client will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described.

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 Client and the Service Provider in connection with , or arising out of , the Contract or the provisions 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.
	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 service 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 V. Contract Data

Number Amendments of, and Supplements to Clauses in the General Conditions GC of Contract Clause

1.1 (e) The contract name is Security Services - 2026, Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, "Govijana Mandiraya", Rajamalwatta Road, Battaramulla

1.1 (h) The Client is The Secretary, Ministry of Agriculture, Livestock, Land and Irrigation.

1.1 (p) The Service Provider is [insert name]:-

1.4 The addresses are :

Client: Secretary, Ministry of Agriculture, Livestock, Land and Irrigation.

Attention : Senior Assistant Secretary (Admin & Procurement).

Telephone : 011-2887406

Fax :011-2887406

Service Provider :

Attention :

Tel :

Fax :

1.6 The Authorized Representative is:

For the Client: Assistant Bursar, Finance Branch.

The Authorized Representative is:

For the Service Provider:

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

[Note : The date may be specified by reference to conditions of effectiveness of the Contract, such as approval of the Contract by the Bank, effectiveness of Bank Loan / IDA Credit, receipt by Service Provider of advance payment and by Client of Bank Guarantee (see Clause 6.4). etc.]

2.2.1.The starting Date for the commencement of services is [Date] : to be informed

2.3. The Intended Completion Date is [Date] : to be informed

3.8. The liquidated damages rate is [insert percentage of Contract price. Usually *liquidated damages are set between 0.05 percent and 0.10 percent per day*] per day.

The maximum amount of liquidated damages for the whole contract is [insert percentage of Contract price. Usually the total amount is not to exceed between 05 percent to 10 percent of the Contract Price] percent of the final Contract Price.

The percentage [of the cost of having a Defect corrected] to be used for the calculation of Lack of performance Penalty (ies) is [insert percentage]

The Defects Liability Period is [insert definition of /end date].

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

6.2 (a) The amount is [insert amount]. As per price schedule.

6.5 Payment shall be made within [28] days of receipt of the invoice and the relevant documents and within [56] days in the case of the final payment.

Appendices

Appendix A - Description of the Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Employer, etc.

Appendix B - Schedule of Payments and Reporting Requirements

List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”

Appendix C – Key Personnel

List under: C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of personnel to be assigned to, and staff months for each.

Appendix D – Services and Facilities to be provided by the Client will be explained at the Pre Bid meeting scheduled for 22nd October, 2025 at 10.30 a.m., at the Conference Hall in 1st Floor, Ministry of Agriculture, Livestock, Land and Irrigation, 80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla.

Section VI. Employer's Requirements

Special Conditions to be fulfilled by the provider of Security Services are given below.

1). The following details must be submitted in writing to the Ministry of Agriculture, Livestock, Land and Irrigation regarding person employed in the Security Service of the institution.

Officer's Name	:-
Position	:-
Personal Address	:-
NIC Number	:-
Phone Number	:-
Signature	:-

a. Security officers should be between the ages of 18 to 63 years and in good health.

b. The services of female security officers are required only on office working days from 7.30 am to 4.30 pm and on Saturdays.

c. All male security officers, except female security officers, shall be deployed in two shifts daily from 6.00 am to 6.00 pm and from 6.00 pm to 6.00 am the next day.

d. One security officer shall not be deployed in more than two consecutive shifts.

e. These security officers should not be subject to frequent job transfers.

2). Each security officer must be issued an identity card by the security service provider. No person who has not been issued an official identity card should be employed security duties. Security officers must wear the identity card while on duty.

3). Every security officer must be dressed in uniform during duty hours, which has include a hat, shirt, long pants, shoes and socks.

4). The security guards deployed for each shift must sign the attendance register and must be required to produce the attendance register whenever requested for inspection by the Human Resources Development Division/ Engineering Division.

5). No person shall be employed on security duty who does not sign the attendance register. The prescribed number of security personnel shall be employed continuously 24 hours a day.

6). Security Officers must remain at their assigned posts.

- 7). If the Secretary of the Ministry of Agriculture, Livestock, Land and Irrigation determines that a person should not be employed in security service within the institution, such person shall not be employed.
- 8). Only persons who have been properly trained in security matters should be employed in security services.
- 9). You must not be drunk on duty, behave in an indecent manner while on duty or on the duty premises, neglect your duties, or remove or assist someone else to remove any goods from the buildings without permission, you must not misuse any goods or equipment on the premises or assist others in doing so, cause any damage to goods, equipment or property on the premises, or incite anyone to commit any fraud.
- 10). Clear instructions should be issued to security officers regarding the action to be taken in the event of theft of goods, materials or equipment belonging to the institution, or when a suspicious outsider has entered without authorization, or when a suspicious item is found on the institution's premises.
- 11). A written copy of the security instructions issued to security officers should be provided to the secretary of the Ministry of Agriculture, Livestock, Land and Irrigation.
- 12). Any person whose identity has not been verified must be prevented from entering the institution.
- 13). To ensure institutional security, steps should be taken to check the national identity cards or official identity cards of persons coming from outside the institution.
- 14). No items or equipment should be allowed to be taken out of the institution unless a formal gate pass is in place.
- 15). You are responsible for the security of the fingerprint machine that records the arrival/departure times of the institution's staff officers/employees.
- 16). When accepting and returning keys to each office of the Ministry the date, name, time etc., must be documented and a signature must be obtained.
- 17). All documents that are notified and ordered from time to time by the relevant departments to be maintained in the Security Division must be kept safe.

18). The Secretary to the Ministry of Agriculture, Livestock, Land and Irrigation may issue new regulations to the security service supply agency from time to time relating to security services, and they must be followed.

19). Every person should be allowed to enter the institution premises only with permission.

20). A register containing information on persons (including Ministry officials) visiting the Ministry on weekends and public holidays should be maintained.

21). Security gate screening arrangements should be implemented properly to ensure that persons entering and exiting the institution do not pose a threat to the security of the institution's premises and property.

22). Any person employed by the institution shall be prevented from taking away any goods, equipment or material installed or used in the institution without the written permission of the relevant department head. A copy of the relevant written approval form must be filed.

23). When loading goods into a vehicle for transport outside the institution by non-employees and unloading goods brought into the institution from outside, security officers must compare the relevant document with the relevant goods.

24). The Ministry's boundary fences should be inspected daily to ensure they are properly secured and to check for unauthorized activities on the lands. The Additional Secretary (Transport and Export Agriculture) should be informed immediately if any unauthorized entry is observed.

25). Day and night patrols within the Ministry premises should be conducted at least once every 2 hours.

26). While residential facilities are not provided for security officers, separate restrooms are provided for female and male officers.

27). If security officers are not employed as specified in Schedule "Section VII. Activity" , one day's salary of those employees will not be paid and in addition one more day's salary will be charged as a fine.

28). If any damage is caused to the institute property during the period of agreement, the value of the damage of the property and compensation should be charged from the security firm, if it was due to negligence or lapses on their part.

29). All Security Officers – preferably experience in armed forces and should have good communication skills.

30). The Ministry is not bound to any rights under the labor Laws regarding the employees or other persons employed in the service. The employees employed in the service shall be paid their salaries by the service provider in accordance with the existing labor laws. A document obtained from the relevant District Labor Office must be submitted stating that salaries are being paid in accordance with the National Minimum Wage of Employees (Amendment) Act No.11 of 2025 and the decisions of the Wage Control Council and that sufficient employees provident fund contributions are being paid for the current number of employees on the due date. However, the companies and institutions providing security services are bound to make regular payments of salaries, EPF/ETF etc.to the employees they employ on the due date and must submit a document confirming that EPF/ETF is paid. The Ministry's security services activities should not be hampered due to the delay in the relevant payment.

31). Price should be submitted in accordance with labor laws, namely the National Minimum Wage of Employees (Amendment) Act No.11 of 2025 and the decisions of the Wage Control Council, and a detailed report of the wages paid (with the signatures of the employees should be submitted with the next month's bill.

32). Bills for services rendered shall be submitted at the end of each month. Payments shall be made accordingly. These bills shall be submitted in accordance with the prices quoted by the service provider. Before payment is made, an officer authorized by the Secretary to the Ministry of Agriculture, Livestock, Land and Irrigation shall certify that the services was properly performed for that month. In the event of any damage to government property in the course of providing security services, compensation shall be charged to the government for the loss incurred, in addition to the value thereof, including 25% of the Ministry fee.

Office Vehicles and external party vehicles

26. Every vehicle entering or leaving the institution should be thoroughly checked.

27). Three registers should be maintained at the three main gates of the Govijana Mandiraya premises regarding vehicle entering and leaving the office premises from outside on a daily basis.

28). Parking of external vehicles other than those used for official duties within the Ministry premises should be completely prohibited.

29). Gate permits issued to reserve vehicles to exit the office premises must be obtained, duly completed and submitted to the Transport Division of the Ministry on a daily basis.

30). A report containing the license plate numbers of all vehicles parked on the Ministry premises by 10.00 PM every day must be submitted to the Transport Division the following day.

31). When accepting and returning keys to reserve vehicles belonging to the Ministry information such as date, name, time ect., must be documented and signatures obtained.

.....

Bidder's Signature

Name :

Address :

.....

Rubber Seal of the institution :

Date :

Provisions from Contract agreement

One party is henceforth said to be the service provider,
..... (Name of the institution)
hereinafter referred to as the Service Provider. This Agreement is to be signed by the Secretary, Ministry of Agriculture, Livestock, Land and Irrigation or Additional Secretary (Administration and Human Resources) (including other officers who become the Secretary and Additional Secretary (Administration and Human Resources) of the Ministry of Agriculture, Livestock, Land and Irrigation on (date) at the Ministry of Agriculture, Livestock, Land and Irrigation, located at No. 80/5. "Govijana Mandiraya", Rajamalwatta Road, Battaramulla (here in after referred to as the Service recipient) on behalf of the Ministry of Agriculture, Livestock, Land and Irrigation.

1. The Service Provider shall successfully provide the Service as per Section VI. Employer's Requirements and Section VII. Activity Schedule within the period from to days.
2. The Service Provider shall perform the services specified in the Schedule under the guidance and instructions of an officers nominated by the Secretary to the Ministry of Agriculture, Livestock, Lands and Irrigation. The names of the officers authorized for this purpose shall be communicated in writing to the service provider by the Secretary to the Ministry of Agriculture, Livestock, Land and Irrigation and the Secretary Ministry of Agriculture, Livestock, Land and Irrigation shall have the power to change the authorized officers at any time.
3. The Service Provider must have the necessary equipment ,etc., to provide a proper security service for this building and premises, and the service provider must provide the employees with the stationery required for the provision of services.
4. Female Security officers shall be deployed for a 9 hour shift on office working days and Saturdays, while all other male security officers shall be deployed for 2 shifts daily from 6.00 am to 6.00 pm and from 6.00 pm to 6.00 am the following day. Day and night patrols within the Ministry premises shall be conducted at least once every two hours. If any employee needs to leave during the working hours, arrangements shall be made to deploy another employee for compulsory service in between.
5. Failure to engage employee as per Section VII. Activity Schedule mentioned in the bid document will be considered as a breach of condition. Accordingly, one day's salary of the absent employee will not be paid and an additional day's will be collected as a penalty.
6. This institution is not bound to any rights under the Workers' Compensation Ordinance regarding the employees or other persons employed in the service. This Ministry exempted from responsibility for the payment of salaries to the employees employed in the service in accordance with the National Minimum wage Act and the decisions of the Board of Directors. However, the companies providing security services are obliged to make legal payments such as salaries, EPF/ETF, etc. to the employees employed by them. Delay in the relevant payment should not hinder the activities of the Ministry's security service.
7. The maximum monthly monetary value of the contract is only. Accordingly, the total contract value for the relevant year is Payments to the service provider are made monthly, and upon proper completion of the contract for that month, an invoice for the same should be submitted by the service provider to the Secretary of the Ministry of Agriculture,

Livestock, Lands and Irrigation. Payments to the service provider should be made within 15 days after an officer appointed by the Secretary of the Ministry of Agriculture, Livestock, Land and Irrigation certifies that the services have been properly performed.

8. In the event that the Ministry of Agriculture, Livestock, Land and Irrigation requires additional employees, the Ministry shall provide the service on a daily wage basis after giving written or verbal notice and shall make arrangements to make the appropriate payments for that purpose.
9. I the Secretary to the Ministry of Agriculture, Livestock, Land and Irrigation conclude that the services of the service provider are not satisfactory to the Ministry of Agriculture, Livestock, Land and Irrigation has the power to terminate the contract and it is mandatory to notify the service provider in writing one (01) month prior to the termination of the agreement.
10. In the event of any loss or damage to the property of the service recipient during the provision of security service, action should be taken in accordance with the Government Finance Regulations to recover the loss incurred by the government.
11. The service provider shall indemnify the service recipient against any claim made by or on behalf of any employee of the service provider or in the context of the employer- employee relationship.
12. The service provider must provide a uniform for security personnel.
13. Any notice that needs to be communicated to the service provider should be considered a formal notification to the officer- in- charge / supervisory officer of the service provider.
14. In evidence of this, the service provider.....
and the Secretary to the Ministry of Agriculture, Livestock, Land and Irrigation have affixedtheir respective signatures to two identical documents at the Ministry of Agriculture, Livestock, Land and Irrigation, No.80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla, this day.

.....
Ministry of Agriculture, Livestock, Land and Irrigation
Secretary

.....
Authorized Service Provider
(Rubber Seal)

Proof of Signature

- 1.
- 2.

Proof of Signature

- 1.
- 2.

Section VII. Activity Schedule

Schedule of Requirements of Security Personnel

Proposed No. of Security Personnel 12 hours shift

Location	OIC/SSO/SO	Day		Night	
		Male	Female	Male	Female
(a). Main Entrance Gate	OIC-1 (D/N) / SO- 4	1 & OIC	1	2 & OIC	-
(b).Entrance Gate 02 & Hela Bojun Hala	SO	1	1	2	-
(c). Entrance Gate 03	SO	1	-	2	-
(d). Main Entrance	SSO- 1 /SO- 3	2	1	1	-
(e).Minister's Office	SO	2	-	-	-
(f).Deputy Minister's Office	SO	2	-	-	-
(g).Vehicle Park (Basement & 3 entrance Point	SO	3	-	2	

OIC (Security Supervisor) - **01 (D/N) (12 hours Shift)**
SSO - **01 (12 hours Shift)**
SO (Male) - **20 (12 hours Shift)**
SO (Female) - **03 (12 hours Shift)**

Section VIII. TOTAL PRICE SCHEDULE

Price schedule for providing security services for the Premises of “Govijana Mandiraya”.

Note: All duties, taxes and other levies payable by the services provider other than VAT shall be included in the wage per day. Requirement of Personal/Activity schedules for all areas are above.

	Wage including Over time, EPF,ETF and Holiday wages and other allowances LKR. (per day)	Any other Charges	Total per day LKR.	Total per month LKR.	Total per year LKR.
Supervisor (OIC) for 12 hours shift					
Senior Security Officer for 12 hours shift					
Security Officer for 12 hours shift					
Total					

Total Bid Amount per month (in words):-

.....

Total Bid Amount per annum (without VAT) (in words):-

.....

Amount including VAT (per annum):-

.....

Signature:-

Date :-

Following TABLE must be filled compulsorily

Breakup for Wage Payment:

Description	LKR.
Average wage	
Holiday Wages	
Overtime	
Profit margin	
Total	

Section (IX) Security Forms

Annex A Form: Bid Security (Bank Guarantee)

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

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

Sealed with the common Seal of the said Bank this [day] day of [month], [year]. The condition of this obligation are:

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

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

This guarantee will remain in force up to and including the date [Usually 28 days after the end of the validity period of the Bid.] days after the deadline for submission of bids as such deadlines is stated in the instructions to Bidders or as it may be extended by the Client, notices of which extension (s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date _____

Signature of the Bank _____

Witness _____ Seal _____

[Signature, name and address]

Annex B form: Performance Bank Guarantee (unconditional)

To: *(name and address of employer)*

Whereas (name and address of Service Provider) (hereinafter called “the Service Provider”) has undertaken, in pursuance of contract No. (number) dated (date) execute (name of contract and brief description of Service) (hereinafter called “the contract”).

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

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

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

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

We further agree that no change or addition to or other modification of the terms of the contract or of the Service be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

Section (X)
Non-collusion Affidavit (Template)
(Relevant Reference to the Procurement Guidelines - 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 of ... at ...

BEFORE ME,
JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

SITE VISIT LIST

No	Location	Date	Signature of the Officer
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

CHECK LIST

List of documents attached with the Form of Bid

	Mandatory Requirement	Status	
		Yes	No
01.	Business Registration		
02.	Certificate of Registration an annual license from the Ministry of Defence		
03.	VAT Registration		
04.	Form of Bid		
05.	Experience in similar assignment (last five years)		
07	Work Plan and Methodology		
08	Client's Reference (last three years)		
09	Audited Financial Statements (last three years)		
10	Bid Security		
11	Price Shedule (Section VIII)		
12	Non- Collusion Affidavit (Annexure 12)		
13	Duplicate bid		

Name of the Company (bidder) :

Address :

.....

Company Seal :

Authorized signature of the bidder :