

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173

Fax No. 2662329

BID FOR THE HIRING OF: SECURITY SERVICES TO COLOMBO MUNICIPAL COUNCIL PREMISES

BID NO : CPD16/1386 III /2026

BID OPENING DATE : 2026/04/23 TIME: 10.00 A.M

PART - I

(For office use only)

NAME OF THE FIRM:

DEPARTMENTAL RECEIPT NO:M.T'S RECEIPT NO:

DATE:

.....
SIGNATURE OF ISSUING OFFICER

PART - II

(To be filled by the Tenderer/Bidder)

1. NAME OF THE FIRM:

2. BUSINESS ADDRESS:

3. TELEPHONE NUMBERS:

4. BUSINESS REGISTRATION NO:.....

5. BANK & TENDER/BID SECURITY NO:

6. BID SECURITY AMOUNT:

7. LVAT REGISTRATION : YES /NO

II. IF VAT REGISTERED VAT NO:.....

List of Locations

1. Public Assistance Department
 - Bonavista Multiparous Community Development Center
 - Deans Road Office Complex
2. Public Health Department
 - Borella Cemetery
3. Municipal Workshop
4. Drainage and Water Supply Division
 - Roxy Pumping Station - Wellawatta
5. District Office 01 – Drainage and Water Supply Division

PART – III**BID FOR THE SUPPLY OF SECURITY SERVICE****Application form:**

Having read the terms and conditions applicable to above Tender/Bid we herein submit our Tender/Bid form with particulars.

1.	Registered Name of the Tenderer/Bidder	
2.	Registration Number (Please attach Photocopy of the Business Registration/ Company Registration with all Details)	
3.	Proof for the documents Pertaining to the Performance and the Potential Capacity of the Security Agency have been Monitored and approved by the Ministry of Defense for security of Commercial and Industrial Establishments (Please attach Certified Photocopies of the registration with the above Ministry)	
4.	(a) Address of the Head Office of The Tenderer/Bidder and its Tel. No.	
	(b) Address of any branch office With Telephone Nos. if any	
5.	Is the Audited Balance sheet of the Company available for the past 3 Years (Please attached photo copies)	
6	(a) Name & Addresses of the current Directors	

	(b) Number of Security Personnel on Role (Numbers and designations of Personnel in employment should be Indicated.)	
	(c) Name of key Management Personnel In the company if drawn from the armed Services (Air Force, Army, Navy, Police) With the position held in the armed Services and their present positions.	
	(d) Number of Security personnel trained in Security functions and use of fire arms at the Industrial Security Training Scholar any other training school or at the forces(Please give names of trained security personnel and their training school)	
	(e) Number of trained security personnel to be deployed inNumbers
	(f) Number if Motor Cycle/Vans/Jeeps/Cars Belonging or hiring to be Tenderer/ Bidder and Whether they are made available at the sites for service support.	
7	(a) Whether the Security Personnel deployed by the security Agency are of physical standards as laid in Govt. Security Manual issued the Security Advisory Board.	

08 Details of the contracts presently engaged in the supply of security services:

Name & Address of the Institution	Period of contract		Number of security Personnel engaged in the organization under this contract.
	From	To	

09 Details of Contracts handled in the past :

Name & Address of the Institution to which the service rendered	Period of contract		Reason for the termination of service.
	From	To	

10 Insurance cover for the losses if available gives details.

SIGNATURE OF TENDERER/BIDDER
AND SEAL OF THE FIRM

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of bid Submission]*

No.: **CPD/16/005 /2025**

To: Municipal Commissioner, Colombo Municipal Council.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the bid Documents, including Addenda No.:
[insert the number and issuing date of each Addenda];
.....
- (b) We offer to supply in conformity with the bid Documents and in accordance with the Delivery Schedules of Requirements for the following **SECURITY SERVICES TO COLOMBO CITY LIMIT PREMISES**
- (c) The total prices of the bid for **Providing Security Services To Colombo City Limit Premises centers s** without VAT, and with vat

No	Location	Total cost for Two Year without vat	Total cost for Two Year With vat
1	Public Health Department		
2	Public Assistance Department		
3	Municipal Workshop		
4	Drainage and Water Supply Division		
5	District - 01 office		
	Total bid Value		

Total bid Value in word without Vat

Total bid Value in word with Vat

- (d) If our bid is accepted, we commit to obtain a performance security in accordance with ITB for the due performance of the Contract:-
(Accepted/ Not Accepted)
- (e) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (g) We understand that Colombo Municipal Council reserves the right to accept or reject any bid or part their of without giving any reason what so ever:

.....
Signed: *[insert signature of person whose name and capacity are shown]*

.....
In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

.....
Name: *[insert complete name of person signing the bid Submission Form]*

.....
Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ **day of** _____, _____ *[insert date of signing]*

PART – III**1. Public Health Department**

Place	Category of Security Persons	Number of Personnel	Rate for One Person for a Shift	Total Cost for Persons for a Year (Rate x shifts x 365)
	<u>Borella Cemetery</u>			
	Day Shift(7a.m.-7p.m.)			
	O.I.C	01	Rs.	Rs.
	J.S.O	06	Rs.	Rs.
	Night Shift(7 p.m.-7 a.m)			
	O.I.C	01	Rs.	Rs.
	J.S.O	06	Rs.	Rs.

Total Staff cost for a year (Day and Night) : Rs.....

Other Operation cost for a year : Rs.....

(Give details in separate schedule)

Total Cost for a year without Vat : Rs.....

Add 18% VAT : Rs.....

Total cost for a year with VAT : Rs.....

Total cost for Two Years with VAT : Rs.

Total cost for Two Years with VAT (in Words)

SIGNATURE OF TENDERER/BIDDER
AND SEAL OF THE FIRM

WITNESSES:-

01. Signature :
Name in Block Capitals :
Address :

02. Signature :
Name in Block Capitals :
Address :

1. Public Assistance Department

Place	Category of Security Persons	Number of Personnel	Rate for One Person for a Shift	Total Cost for Persons for a Year (Rate x shifts x 365)
<u>Bonavista Multiparous Development Community Center</u>				
	Day Shift(7a.m.-7p.m.)			
	S.S.O	01	Rs.	Rs.
	J.S.O	01	Rs.	Rs.
	L.S.O	01	Rs.	Rs.
	Night Shift(7 p.m.-7 a.m)			
	J.S.O	02	Rs.	Rs.
<u>Deans Road Office Complex</u>				
	Day Shift(7a.m.-7p.m.)			
	S.S.O	01	Rs.	Rs.
	J.S.O	02	Rs.	Rs.
	L.S.O	01	Rs.	Rs.
	Night Shift(7 p.m.-7 a.m)			
	J.S.O	02	Rs.	Rs.

Total Staff cost for a year (Day and Night) : Rs.....

Other Operation cost for a year : Rs.....

(Give details in separate schedule)

Total Cost for a year without Vat : Rs.....

Add 18% VAT : Rs.....

Total cost for a year with VAT : Rs.....

Total cost for Two Years with VAT : Rs.

Total cost for Two Years with VAT (in Words)

SIGNATURE OF TENDERER/BIDDER
AND SEAL OF THE FIRM

WITNESSES:-

01. Signature :
Name in Block Capitals :
Address :

02. Signature :
Name in Block Capitals :

Address

3. Municipal Workshop

Place	Category of Security Persons	Number of Personnel	Rate for One Person for a Shift	Total Cost for Persons for a Year (Rate x shifts x 365)
	O.I.C	01	Rs.	Rs.
	Day Shift(8a.m.-8p.m.)			
	S.S.O	01	Rs.	Rs.
	J.S.O	08	Rs.	Rs.
	LSO	01	Rs.	
	Night Shift(8 p.m.-8 a.m)	01	Rs.	Rs.
	S.S.O	09	Rs.	Rs.
	J.S.O			

Total Staff cost for a year (Day and Night) : Rs.....

Other Operation cost for a year) : Rs.....

(Give details in separate schedule)

Total Cost for a year without Vat : Rs.....

Add 18% VAT : Rs.....

Total cost for a year with VAT : Rs.....

Total cost for Two Years with VAT : Rs.

Total cost for Two Years with VAT (in Words)

SIGNATURE OF TENDERER/BIDDER
AND SEAL OF THE FIRM

WITNESSES:-

01. Signature :
Name in Block Capitals :
Address :

02. Signature :
Name in Block Capitals :
Address :

4. Drainage and Water Supply Division

Place	Category of Security Persons	Number of Personnel	Rate for One Person for a Shift	Total Cost for Personnas for a Year (Daily Rate x 365)
<u>Roxy Pumping Station - Wellawatta</u>				
	Day Shift(8a.m.-8p.m.) J.S.O	01	Rs.	Rs.
	Night Shift(8 p.m.-8 a.m) J.S.O	01	Rs.	Rs.

Total Staff cost for a year (Day and Night) : Rs.....

Other Operation cost for a year : Rs.....

(Give details in separate schedule)

Total Cost for a year without Vat : Rs.....

Add 18% VAT : Rs.....

Total cost for a year with VAT : Rs.....

Total cost for Two Years with VAT : Rs.

Total cost for Two Years with VAT (in Words)

SIGNATURE OF TENDERER/BIDDER
AND SEAL OF THE FIRM

WITNESSES:-

01. Signature :
Name in Block Capitals :
Address :

02. Signature :
Name in Block Capitals :
Address :

5. **District Office 01 – Drainage and Water Supply Division - Old Office**

Place	Category of Security Persons	Number of Personnel	Rate for One Person for a Shift	Total Cost for Personnas for a Year (Daily Rate x 365)
District 01 Office	Main Office			
	Day Shift (7a.m.-7p.m.) J.S.O	01	Rs.	Rs.
	Night Shift (7 p.m.-7 a.m) J.S.O	02	Rs.	Rs.
	Drainage & Water Supply Division – Old Office			
	Day Shift (7a.m.-7p.m.) J.S.O	01	Rs.	Rs.
	Night Shift (7 p.m.-7 a.m) J.S.O	01	Rs.	Rs.

Total Staff cost for a year (Day and Night) : Rs.....

Other Operation cost for a year : Rs.....

(Give details in separate schedule)

Total Cost for a year without Vat : Rs.....

Add 18% VAT : Rs.....

Total cost for a year with VAT : Rs.....

Total cost for Two Years with VAT : Rs.

Total cost for Two Years with VAT (in Words)

SIGNATURE OF TENDERER/BIDDER
AND SEAL OF THE FIRM

WITNESSES:-

01. Signature :
Name in Block Capitals :
Address :

02. Signature :
Name in Block Capitals :
Address :

CONDITIONS FOR SECURITY SERVICE

General Terms and Conditions:

The Municipal Commissioner, Colombo Municipal Council, Town hall, Colombo 07, invites Tender/Bid from Registered Security Agencies to provide Security Services To Public Assistance Department, Public Health Department, Municipal Workshop & Drainage & Water Supply Division , District – 01 Office under the terms and conditions given below.

1. Respective Tenderer/Bidders should have experience in providing security services. They should be registered in the Ministry of Defense for Security of Commercial and Industrial establishments, and the personnel deployed by them should be able to handle fire-arms and firefighting equipment. They are subject to National Intelligence Service Clearance.
2. The contract under this Tender/Bid will be valid for two years. However the contract may be renewed, on concurrence of both parties.
3. The successful Tenderer/Bidder should commence providing the security service from a date fixed by the Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 07. Even with a short notice.
4. The successful Tenderer/Bidder will be required to enter in to an agreement with the Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 07. For the satisfactory execution of the services and successful Tenderer/Bidder has to submit a 5% performance guarantee for the value of 5% of the total contract value valid Until 28 days from the end of the contract period for each contract. From a bank acceptable to Colombo Municipal Council for Two year contract value. Any losses arising out of negligence of the personnel deployed will be recovered from the performance guarantee or the Monthly bill, and balance unrecoverable shall be claimed by recourse to legal action against the successful Tenderer/Bidder. The performance guarantee format is attached in Annexure 01.
5. If the successful Tenderer/Bidder are unable to provide performance Guarantee within 14 days after receiving letter of award Bid acceptance will be cancelled.
6. The rates quoted in the /Bid should be in both figures and words. If there is any difference between the rates quoted in figures and words, the amount in words will be considered as the quoted amount. All erasures and alterations in the quotation should be authenticated by the Bidder.
7. Bidders should give all the details required in the Bid Document.
8. Bidders who are private companies should declare the name of current Directors and shareholders while Tender/Bids who are public companies should declare the names of current Directors of the companies (Board Resolution & Company Articles).

9. The decision of the Colombo Municipal Council on the Tender/Bids received shall be final and conclusive and the Council reserves the right to accept or reject any or all the Bids.
10. Bids should be forwarded in Original with Duplicate. Both copies of the Bid should be signed and sealed by the Bidder and enclose in separate envelopes and Seal, each should be marked "ORIGINAL" and "DUPLICATE" and the Name of the Bid Item and Closing Date and Address to the "Municipal Commissioner" Colombo Municipal Council, Town Hall, Colombo 07.

Thereafter Both ORIGINAL and DUPLICATE should be enclosed to one envelope and sealed and mark the Name of Bid item to be supplied on top left hand corner and Closing Date and Address to Municipal Council, Town hall, Colombo 07, BIDDER'S Name and Address should be written on each envelope

11. The duly perfected Bids should be deposited in the "Tender Box" kept in the Municipal Secretary's Department, Town Hall, Colombo 07, before closing as per time and date published in the press Notice.
12. Bidders or their authorized representatives are allowed to be present at the time of opening of the Bids.
13. The prices Bid should be kept valid for acceptance for a period of 120 Days The prices quoted shall be firm and not subject to adjustment for any reason and no Bids can be withdrawn after the closing of Bids.
14. Bid shall include a Bid guarantee/Security.
Bid guarantee/Security obtained in favor of the Municipal Commissioner, Colombo Municipal Council to the value of Rs. **Rs 500,000.00** valid for 150 days (One Hundred Fifty days) from the closing date of bids should be provided along with the bid.
Bid guarantee/Security can be obtained under following options.

Option 01

Obtaining a Bid guarantee/Security in the form of a Bank guarantee using the format given in Annexure 02.

Such Bank guarantee shall be irrevocable, unconditional and shall be encashable upon the first written request by the PE.

Bank guarantee issued by any of the following banks / institutions are acceptable.

- (a) A local commercial bank approved by the Central Bank of Sri Lanka, which is operating in Sri Lanka.
- (b) A foreign Commercial Bank operating in Sri Lanka, which is approved by the Central Bank of Sri Lanka ;
- (c) A foreign bank operating outside of Sri Lanka, provided that the relevant Bank Guarantee is confirmed by a local or foreign bank operating in Sri Lanka, which is

approved by the Central Bank of Sri Lanka ; and Unconditional, on demand Bid Security issued by the construction Guarantee Fund.

Option 02

(a) Obtaining a refundable cash deposit. The bidder shall deposit the cash Rs. 500,000.00 to the Colombo Municipal Council Shroff and shall be attach the original of the cash receipt.

Or

(b) Bank draft in favor of the Municipal Commissioner, Colombo Municipal Council shall be attached with the Bid documents as the Bid security.

The amount of the Bid guarantee/Security shall be :

Rs:500,000.00

The validity period of the Bid guarantee/Security shall be until :

2026.10.19

(180 Days, from the opening date of bids)

16. Bid securities will be returned as promptly as possible after the letter of award is given and enter into an agreement together with a performance Security. Unsuccessful Bidder's Bid Security will be released after the said award.
17. In case the total bid value of the tender for which expected to submit exceeds Rupees five (05) million, the registration certificate obtained from the Public Contracts Registrar (PCR) Colombo by the representative agent, Sub Agent or nominee/nominated representative for and on behalf of the Bidder should be submitted
18. Performance Guarantee/Security can be obtain following methods.
 - (i) A Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka.
 - (ii) A Bank based in another country, backed by a Commercial Bank operating in Sri Lanka and approved by the Central Bank.
 - (iii) Unconditional on-demand Performance Guarantee/Security issued by the construction guarantee funds.
 - The Bidder should bear the cost of stamps if any that should be affixed to the contract and the legal charges. (Legal fee schedule attached in Annexures 03).
19. Failure to provide the Performance Guarantee within the specified time shall be a cause for cancellation of the award and forfeiture the Bid security.
20. Declaration of VAT registration number is a mandatory requirement for determination of Bid. Any applicant who does not declare VAT registration number will be liable for rejection. Applicants who are not registered for VAT should produce a letter from the

Commissioner of Inland Revenue Department certifying that the company has not been registered for VAT, along with the application.

21. Under the Extraordinary Gazette No. 1530/13 dated 01.01.2008 all payments of Rs.25,000/- and above will be subjected to a Stamp Duty of Rs.25/-.
22. Alternative offers are not to be allowed.
23. The prices Bids should be in Sri Lankan Currency.
24. Releasing of performance guarantee
 - a) THE RELEASING of part or all of the Performance Contract at the end of the guarantee period, shall be contingent upon completion of all work covered by the guarantee.
25. All security personnel should wear uniforms and carry with them identity cards while on duty. Work of the security Guards is liable to be checked by the officers of the Colombo Municipal Council (CMC) who are authorized to do so.
 - Security guards should be deployed according to a schedule drawn by the head of Department depending on his requirements
 - The security personnel employed should be women below 55 years of age and it is essential that male employees should be below 60 years of age.
26. The successful Tenderer/Bidder has to pay salaries for his staff working at the relevant locations according to the salaries and wages approved by the Government of Sri Lanka.
27. The successful Tenderer/Bidder should fulfill all his obligations under the relevant labour laws and regulations in regard to the appointments and payments of wages ETF, EPF benefits etc., towards the persons employed for the purpose of executing the contract under this Tender/Bid Municipal Commissioner will not be responsible for any claims arising out or non-compliance with the aforesaid labour laws and regulations by the selected contractor.
28. The successful Tenderer/Bidder should supply at his own expense the necessary stationery, equipment, uniforms, flash lights, gumboot, rain coats, and any other material required by the security personnel employed by him.
29. No advance payment will be made by the Colombo Municipal Council and the payment will be made monthly. Deductions will be made for the non-performance / inadequate provision of service as decided by the relevant Department / Council. Evaluating the service provided/ performance of the service provider, the payment will be certified by a relevant officer of Colombo Municipal Council. All the payments are made by the online system of the Colombo Municipal Council. Bank details shall be submitted in the attached format (Annexure 03) and a certified bank statement copy (the Name & Account Number is sufficient) shall be submitted along with the document.
30. All employees should be present at the place of work during the prescribed working hours and during the working hours they should wear proper uniforms and an identity card issued by their institution.

31. The maximum continuous shift in the service of male security officers should not exceed 24.
32. The following will be affected with effect from the date of signing of the agreement. If it is observed that security personnel behaves in an undisciplined manner not acceptable to the management of Colombo Municipal Council.
- If found to be responsible for the loss or damage to Colombo Municipal council or engaged in corruption by Security Officers employed, value of such damage or lose shall be paid to the council.
 - On the approval of the relevant heads of the department /section, fines can be imposed on the monthly payment ranging from Rs.1000/ to Rs.5000/ for under mentioned reasons.
 - i Sleeping while on duty
 - ii leaving the Security point without replacement
 - Iii Wearing an uncompleted uniform
 - iv security officers employed more than 24 hours at a starch.
 - v Chewing beetle ,smoking while on duty
 - If the number of security officers employed is less than the actual number should be employed, a fine of 10% calculated on the salaries of the absent security officers.
33. Under no circumstance should a Security Guard be deployed on a pre-fostered schedule or unchanged schedule for more than two consecutive shifts. Also a List of name of Security Guards who will be deployed at relevant location should be given to head of the each location on the first working day of every month.

MUNICIPAL COMMISSIONER.
COLOMBO MUNICIPAL COUNCIL,
TOWN HALL – COLOMBO 07.

Specification & Requirement

Deans Road Office Complex

1. Day Shift	SSO	JSO	LSO
Day Shift – 7a.m. to 7p.m.	01	02	01
Night Shift – 7p.m. to 7a.m.	-	02	-

2. When the Charity Commissioner of the Colombo Municipal Council decides that an employee should terminate his service on the ground of misconduct or any other allegation during his tenure, his service should be terminated.
3. This office premises consists of a 03 floors building and a car park.
4. All security officers shall perform their duties under the supervision of an officer authorized by the Charity Commissioner in charge of this building.
5. All employees must remain in the workplace for the entire period of service prescribed, and must wear the appropriate uniform and an identity card provided by their organization during office hours and also adhere to the health regulation of the country.
6. When employing male security officers, the maximum continuous shift should not exceed 24 hours.
7. All employees must accurately record their arrival and departure.
8. Measure should be taken to prevent illegal dumping of garbage in the office premises, activities that harm the surrounding environment, the arrival of idle outsiders, unauthorized entry of vehicles into the premises, parking etc.
9. Record the information about the people coming to the institution and the traffic and action to inform the relevant officer about it.
10. Should check the gate pass issued by the departments with items taken out of the premises.
11. When the officers in the premises are closed, keep a record of keeping the keys in custody and protecting them.
12. Should co-operate the measures taken by the institution to handle public, control traffic and parking etc.
13. Should co-operate with the staff of all departments within the premises and the staff of other service providers (such as cleaning services) and outsiders who come to obtain services.

- 14. Should also perform the duties assigned to them by the officer in charge of the office premises from time to time.
- 15. In addition, it is required to comply with the circulars issued from time to time based on the requirements by Colombo Municipal Council or by the departments established in this premises.
- 16. ust also comply with tax laws imposed by the Government from time to time.
- 17. This Security Service required to several locations. Any clarifications to get location details please contact **Public Assistance Department, Baddegama Wimalawansa Himi Mawatha, Maradana – Colombo 10. General No: 2693903**

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Signature -

Name of the Person -

Designation -

Date -

(Seal of the Firm)

Borella Cemetery – Public Health Department

1. Every Monday of the week the security guard duty list should be submitted to the Chief Medical Officer of Health.

2.	Shift	O.I.C	JSO
	Day Shift – 7a.m. to 7p.m.	01	06
	Night Shift – 7p.m. to 7a.m.	01	06

3. The security service must be on duty 24 hours a day. Day shift shall be 7.00 a.m. to 7.00 p.m. and Night Shift shall be 7.00 p.m. to 7.00 a.m.

4. Security shall be provided for the movable and immovable property at Borella cemetery.

5. No vehicles other than funeral vehicles should be allowed into the public cemetery and other vehicles should be parked at designated parking lots.

6. No outsider shall be allowed to enter the public cemetery except the people attending the funeral.

All main doors should be locked at night and no vehicles or outsiders should enter without the permission of the Chief Medical Officer.

20. This Security Service required to several locations. Any clarifications to get location details please contact **Cemetery Keeper, General Cemetery Borella (Acting). Mr.H.A.K Hirantha TP: 2693080**

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Signature -

Name of the Person -

Designation -

Date -

(Seal of the Firm)

Specification & Requirement

Municipal Workshop

1.	OIC	SSO	JSO	LSO
		-	-	
	<u>Day Shift</u>			
Day Shift – 7a.m. to 7p.m.	01	01	08	01
Night Shift – 7p.m. to 7a.m.	-	01	09	

2. Security guards have to check the outgoing vehicles against the work sheet issued by an Authorized officer, which included the names of the workers, equipment and appliances taking out for the job.
3. All the items such as vehicle spare parts, hardware materials, equipment & stool should be allowed to taken out on producing a gate pass issued by an authorized officer.
4. When a vehicle is in for a repair an inventory of the vehicle should be requested and when the vehicle releases after the repair the vehicle should be checked against the inventory and work note/gate pass issued by an authorized officer for any additional items.
5. Security guards should wear uniforms and identity card when on duty and must be at the work place in whole working time.
6. In addition, provider should follow the circulars that impose by Colombo Municipal Council and Workshop from time to time and it should be according to the tax law.
7. This Security Service required to several locations. Any clarifications to get location details please contact **Municipal Workshop, No.175, T.B Jayah Mawatha, Colombo 10. Head Office : 2696161 , 2691952 Fax: 2695718,2696320**

We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Signature -

Name of the Person -

Designation -

Date -

(Seal of the Firm)

Drainage & Water Supply Division –Roxy puming station - Wellawattha

1. List of name of Security Guards who will be deployed at Drainage & Water Supply Division should be given to the Director Engineering (Drainage & Water Supply Division) on the first working day of every month.
2. Security personnel must be on duty 24 hours a day. Day shift shall be 7.00 a.m to 7.00 p.m and night shift shall be 7.00 p.m to 7.00 a.m
3. Security Staff for the **Drainage Water Supply Division** shall be as follows:

Roxy Pumping Station

Day time	-	J.S.O.	-	01
		.		
Night Time	-	J.S.O.	-	01

4. Above mentioned locations and all its movable and immovable property owned by the Municipal Council and the all its installations should be secured by security personnel.
5. This Security Service required to several locations. Any clarifications to get location details please contact **Mechanical Engineer (Pumping Station Unit) Eng. Miss. G.A.C. Chithrangani 011-2695348, 011-2692059 & 0716898912.**

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Signature -

Name of the Person -

Designation -

Date -

(Seal of the Firm)

Specification & Requirement

D01 – Main Office

1. List of security guards who will be deployed at main office of District 01 office should be given to main office of District 01 office on the first working day of every month.
2. Security staff for the District 01, main office shall be as follows.

Day Shift – 7.00 a.m. – 7.00 p.m.

J.S.O - 01

Night Shift - 7.00 p.m. – 7.00 a.m.

J.S.O – 02

3. Incoming and outgoing vehicle details should be entered in a register given below.

Date	Person	Vehicle No.	Arrived Time	Departure Time	SO Signature

4. Maximum age should be less than 60 years.
5. The maximum continuous shift in the service of security officers should not exceed 36 hours.
6. Security guards should place their finger print in finger print scan machine when arrival and departure.
7. The Manager in charge of the place should also perform the duties assigned to him from time to time.
8. This Security Service required to several locations. Any clarifications to get location details please contact **District 01 office, No.79, Mahakumarage Mawatha, Colombo 14. Telephone No: 011-2447128.**

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Signature -

Name of the Person -

Designation -

Date -

(Seal of the Firm)

D01 – Drainage & Water Supply Division – Old Office

9. List of security guards who will be deployed at main office of District 01 office should be given to main office of District 01 office on the first working day of every month.
10. Security staff for the District 01, main office shall be as follows.
 Day Shift – 7.00 a.m. – 7.00 p.m.
 J.S.O - 01
 Night Shift - 7.00 p.m. – 7.00 a.m.
 J.S.O – 01
11. Incoming and outgoing vehicle details should be entered in a register given below.

Date	Person	Vehicle No.	Arrived Time	Departure Time	SO Signature

12. All the items such as vehicle, equipment & tools should be allowed to taken out on producing a gate pass issued by an authorized officer.
13. Maximum age should be less than 60 years.
14. The maximum continuous shift in the service of security officers should not exceed 36 hours.
15. Security guards should place their finger print in finger print scan machine when arrival and departure.
16. The Manager in charge of the place should also perform the duties assigned to him from time to time.
17. This Security Service required to several locations. Any clarifications to get location details please contact **District 01 office, No.79, Mahakumarage Mawatha, Colombo 14. Telephone No: 011-2447128.**

I/We agree to accept the conditions mentioned above and overleaf and provide effective service giving satisfaction to the job entrusted to us.

Signature -

Name of the Person -

Designation -

Date -

(Seal of the Firm)

Annexure 01

Performance Guarantee

[The issuing agency, as requested by the successful Tenderer/ Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency’s Name, and Address of Issuing Branch or Office] ----- *

Beneficiary: ----- [Name and Address of Employer] -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Service provider] (hereinafter called "the service provider") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- [insert service] -----of----- [name of service and brief description of service] (hereinafter called "the Service").

Furthermore, we understand that, according to the General Terms and Conditions, a performance guarantee is required.

At the request of the Service provider, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in 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 date, 31 days beyond the scheduled completion of contract] and any demand for payment under i

t must be received by us at this office on or before that date.

[signature(s)]

Annexure 02

Format for Bid Security Guarantee

[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:** Municipal Commissioner, Colombo Municipal Council.

Date: [insert (by issuing agency) date]

BID GUARANTEE No.: [insert (by issuing agency) number]

We have been informed that ----- [insert (by 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 (by 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 your 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 (hereinafter “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) of authorized representative(s)]

Annexure 03**The legal charges will be applicable as follows.**

Professional fees recovered in the year 2025	
Value of the deed or agreement	Professional fees in the year 2025
	Charges + Vat
price is not mentioned.	15,000/- + Vat
0 – 500,000	10,000 /- + Vat
500,001 – 1,000,000	15,000 /- + Vat
1,000,001 – 3,000,000	20,000 /- + Vat
3,000,001 – 5,000,000	25,000 /- + Vat
5,000,001 – 7,500,000	37,500 /- + Vat
7,500,001 – 10,000,000	50,000 /- + Vat
10,000,001 – 15,000,000	75,000 /- + Vat
15,000,001 – 20,000,000	100,000 /- + Vat
20,000,001 – 25,000,000	125,000 /- + Vat
25,000,001 – 35,000,000	140,000 /- + Vat
35,000,001 – 45,000,000	180,000 /- + Vat
45,000,001 – 55,000,000	220,000 /- + Vat
55,000,001 – 65,000,000	260,000 /- + Vat
65,000,001 – 75,000,000	300,000 /- + Vat
75,000,001 – 100,000,000	350,000 /- + Vat
100,000,001 – 125,000,000	375,000 /- + Vat
125,000,001 – 150,000,000	450,000 /- + Vat
150,000,001 – 175,000,000	525,000 /- + Vat
175,000,001 – 200,000,000	600,000 /- + Vat
200,000,001 – 250,000,000	625,000 /- + Vat
250,000,001 – 300,000,000	750,000 /- + Vat
300,000,001 – 400,000,000	1,000,000 /- + Vat
400,000,001 – 500,000,000	1,250,000 /- + Vat
500,000,001 – 1,000,000,000	2,000,000 /- + Vat
1,000,000,001 – 1,500,000,000	3,000,000 /- + Vat
1,500,000,001 – 2,000,000,000	4,000,000 /- + Vat
2,000,000,001 – 3,000,000,000	4,500,000 /- + Vat
3,000,000,001 – 4,000,000,000	6,000,000 /- + Vat
4,000,000,000 – 5,000,000,000	7,500,000 /- + Vat
5,000,000,001 – 10,000,000,000	10,000,000 /- + Vat

..... **Annexure 04**

Name of the Company	Bank Details						Telephone Number	Mobile Number	Email address
	Name in the account	Bank name	Bank Code	Branch Name	Branch code	Bank Account number			

- **Certified Bank Statement (Photocopy which is mentioned Name & Account Number) shall be Submit along with this Document.**