COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 – 2673173
Fax No. 2662329

BID FOR THE HIRING OF SECURITY SERVICES TO DRAINAGE & WATER SUPPLY DIVISION,INDIGENOUS MEDICINE DEPARTMENT AND MADAMPITIYA PREMIX YARD.

BID NO : CPD16/1921/2026

BID OPENING DATE: 2026.12.10 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. **I.VAT REGISTRATION : YES /NO**
   II. IF VAT REGISTERED VAT NO:.....

List of Locations

1. Drainage & Water Supply division
    - Head Office - Maligakanda
    - Kadalakade Vehicle Yard
    - Ketawalamulla Vehicle Yard
    - CS3 Pumping Station
    - Bambalapitiya Pumping Station
    - S8 Wellawatta Pumping Station
    - Pumping Station Stores - Maligakanda

2. Indigenous Medicine Department
    - Modara Dispensary
    - Mattakkuliya Dispensary
    - Madampitiya Dispensary
    - Keselwatte Dispensary
    - Kollupitiya Dispensary
    - Kotahena West Dispensary

3. Engineer’s Department
    - Madampitiya Premix Yard

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 in	……Numbers
	(f) Number if Motor Cycle/Vans/Jeeps/Cars Belonging 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.	
8.	Bidders whose bids are over Rs.5.0 million should submit **PCA 3** after registration with the public contract Registrar. (mandatory)	
9.	Submission of **Non-collusion Affidavit** is mandatory. (Format attached – Annexure III)	

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.: **CPD16/1921 /2026**

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 MUNICIPAL COUNCIL 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	Drainage & Water Supply Division		
2	Indigenous Medicine Department		
3	Madampitiya Premix Yard		
	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

Drainage & Water Supply Division

(Please do not use Correction Fluid for correction)

Place	Category of Security Persons	Number of Personnel	Rate for One Person for a Shift	Total Cost for Security Persons for a Year (Rate x shifts x 365)
Drainage & Water Supply Division	**Head Office - Maligakanda**			
	Day Shift(7a.m.-7p.m.) O.I.C	01	Rs.	Rs.
	Day Shift(7a.m.-7p.m.) S.S.O	01	Rs.	Rs.
	Night Shift(7 p.m.-7 a.m) S.S.O	01	Rs.	Rs.
	Day Shift(7a.m.-7p.m.) L.S.O	02	Rs.	Rs.
	Day Shift(7a.m.-7p.m.) J.S.O	04	Rs.	Rs.
	Night Shift(7 p.m.-7 a.m) J.S.O	04	Rs.	Rs.
	Kadalakade Vehicle Yard			
	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.
	Ketawalamulla Vehicle Yard			
	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.
	CS3 Pumping Station			
	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.
	Bambalapitiya Pumping Station			
	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.

	S8 Wellawatta Pumping Station			
	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.
	Pumping Station Stores - Maligakanda			
	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

Name of Signatory in Block Capitals:
Address:

WITNESSES:-

01. Signature :
Name in Block Capitals :
Address :

02. Signature :
Name in Block Capitals :
Address

Indigenous Medicine Department

Place	Category of Security Persons	Number of Personnel	Rate for One Person for a Shift	Total Cost for Security Persons for a Year (Rate x shifts x 365)
Indigenous Medicine Department	**Modara Dispensary**			
	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.
	Mattakkuliya Dispensary			
	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.
	Madampitiya Dispensary			
	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.
	Keselwatte Dispensary			
	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.
	Kollupitiya Dispensary			
	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.
	Kotahena West Dispensary			
	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

Name of Signatory in Block Capitals:
Address:

WITNESSES:-

01. Signature :
Name in Block Capitals :
Address :

02. Signature :
Name in Block Capitals :
Address

Engineer's Department

Place	Category of Security Persons	Number of Personnel	Rate for One Person for a Shift	Total Cost for Security Persons for a Year (Rate x shifts x 365)
Engineer's Department	**Madampitiya Premix Yard**			
	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

Name of Signatory in Block Capitals:
Address:

WITNESSES:-

01. Signature :
Name in Block Capitals :
Address :

02. Signature :
Name in Block Capitals :
Address

CONDITIONS FOR SECUREITY 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 Drainage & Water Supply Division, Indigenous Medicine Department, Madampitiya Premix Yard 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 to be 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 contact 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 I.

5. If the successful Tenderer/Bidder is 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 envelops 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 envelop 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 envelop

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 as per the under mention schedules separately 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.

Bid Security Values for each Location

	Location	Bid Security Value (Rs)
1	Drainage & Water Supply Division	600,000.00
2	Indigenous Medicine Department	250,000.00
3	Madampitiya Premix Yard	50,000.00

Option 01

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

.

(c) 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 as per the schedules under conditions no 14 above 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: per the schedules under conditions no 14 above
The validity period of the Bid guarantee/Security shall be until :
(150 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

    - Payments for the security officers in the monthly bill should only for the officers present.

    - 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

Drainage & Water Supply Division

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:

	OIC	**SSO**	**JSO**	**LSO**
Day Shift				
Head Office - Maligakanda	01	01	04	02
Kadalakade Vehicle Yard	-	-	01	-
Ketawalamulla Vehicle Yard	-	-	01	-
CS3 Pumping Station	-	-	01	-
Bambalapitiya Pumping Station	-	-	01	-
S8 Wellawatta Pumping Station	-	-	01	-
Pumping Station Stores - Maligakanda	-	-	01	-
Total	**01**	**01**	**10**	**02**
Night Shift				
Head Office - Maligakanda	-	01	04	-
Kadalakade Vehicle Yard	-	-	02	-
Ketawalamulla Vehicle Yard	-	-	02	-
CS3 Pumping Station	-	-	01	-
Bambalapitiya Pumping Station	-	-	01	-
S8 Wellawatta Pumping Station	-	-	01	-
Pumping Station Stores - Maligakanda	-	-	01	-
Total	**01**	**01**	**11**	**-**

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)

Dispensaries of Indigenous Medicine Department

1. List of name of Security Guards who will be deployed at dispensaries should be given to Indigenous Medicine Department 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 7.00a.m
3. Security Staff for the Dispensaries of Indigenous Medicine Department shall be as follows:

Modara Dispensary

Day time – J.S.O - 01
Night time- J.S,O - 01

Mattakkuliya Dispensary

Day time – J.S.O - 01
Night time- J.S,O - 01

Madampitiya Dispensary

Day time – J.S.O - 01
Night time- J.S,O - 01

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

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

Kotahena West Dispensary
Day time - J.S.O. - 01
Night Time - J.S.O. - 01

4. The security officer and the security service company are responsible for the safety of the properties at the dispensaries.

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)

Madampitiya Premix Yard

1. List of name of Security Guards who will be deployed at dispensaries should be given to Indigenous Medicine Department 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 7.00a.m
3. Security Staff for the Madampitiya Premix Yard shall be as follows:

Day Shift(7a.m.-7p.m.) - J.S.O 01

Night Shift(7 p.m.-7 a.m) - J.S.O 01

4. The security officer and the security service company are responsible for the safety of the properties at the Yard.

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 I

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

_____

[signature(s)]

Annexure II

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 III of Chapter 01

Non-collusion Affidavit (Template)
(Procurement Guideline Reference – 1.5)

The undersigned ……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

Annexure IV

The legal charges will be applicable as follows.

Professional frees recovered in the year 2026/27	
Value of the deed or agreement	Professional fees in the year 2026/27
	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	25000 /- + 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 V

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.**