

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173

Fax No. 2662329

**TENDER/BID FOR THE HIRING OF: SECURITY SERVICES TO COLOMBO CITY
LIMIT PREMISES 2022 – (1)**

TENDER/BID NO : CPD13/222/2022

TENDER/BID OPENING DATE : 26.04.2022 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. TENDER/BID SECURITY AMOUNT:

7. I.VAT REGISTRATION : YES /NO

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

List of Locations

1. Madampitiya Yard
2. Drainage & Water Supply division
 - Madampitiya Pumping Station
 - Slave Island Pumping Station
 - Wanathamulla Pumping Station
3. Playgrounds, Community Centers, etc. of Department of Sports & Recreation (44 Locations)
 - Mefeild Lane Swimming Pool, Community Hall, Children Playground
 - Gunananda Mawatha Reception Hall
 - Madampitiya Community Hall & Reception Hall
 - Wistwike Plaground
 - Muwal Playground
 - 17 Lane Playground
 - Bonjin Reception Hall
 - Belment Community center & Reception Hall
 - St. Mary's Community Hall & Reception Hall
 - Nawagampura Plaground
 - Stace Road Community center
 - Jintupitiya Community center & Reception Hall
 - Jayawardena Playground & Community Center
 - Ratnam Plaground
 - V. A. Premadasa Community center
 - Mansil Reception Hall
 - Vinsant Perera Children Playground
 - Vinsant Perera Reception Hall
 - Central Road Community center & Reception Hall
 - Kettarama Community center & Reception Hall
 - Magazine Road Reception Hall
 - Baseline Plaground
 - M. H. Mohomad Playground
 - Kuppiyawatta Community center & Reception Hall
 - Campbell Plaground
 - Dematagoda Community center
 - Kirulapona lalith Athulathmudali Plaground
 - Nugagahapura Reception Hall
 - Mahawatta Community Hall & Reception Hall
 - Rudra Playground & Community center
 - Henry Pediris Plaground
 - Kaleel Plaground
 - Maligakanda Community center
 - Kichilan Reception Hall
 - Vauxhall Community center
 - P.D. Sirisena Plaground
 - Hyde Park Plaground
 - Katawalamulla Community center

- Gajaba Plaground
- Bandujeewa Plaground
- Epex Children Plaground
- Koray Plaground
- Peterson Plaground
- Duplication Road Community center

PART – III**TENDER/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.	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 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.

PART – III

11 Number of Security Staff required:-

(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 Persons for a Year (Shift rate x 365)
Madampitiya Yard	<u>Day Shift</u> (7a.m. – 7p.m.) J.S.O. -	03	Rs.	Rs.
	<u>Night Shift</u> (7 p.m.– 7 a.m.) J.S.O. -	03	Rs.	Rs.

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

Add 08% 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 :

(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 Persons for a Year (Daily Rate x 365)
Drainage & Water Supply Division	<u>Madampitiya Pumping Station</u>			
	Day Shift (7a.m. – 7p.m.)			
	J.S.O. –	3	Rs.	Rs.
	Night Shift (7 p.m.– 7 a.m.)			
	J.S.O. -	2	Rs.	Rs.
	<u>Slave Island Pumping Station</u>			
	Day Shift (7a.m. – 7p.m.)			
	J.S.O. –	1	Rs.	Rs.
	Night Shift (7 p.m.– 7 a.m.)			
	J.S.O. –	1	Rs.	Rs.
	<u>Wanathamulla Pumping Station</u>			
	Day Shift (7a.m. – 7p.m.)			
J.S.O. –	1	Rs.	Rs.	
Night Shift (7 p.m.– 7 a.m.)				
J.S.O. –	1	Rs.	Rs.	

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

Add 08% 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 :

(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 Persons for a Year (Shift rate x 365)
Department of Sports & Recreations	O.I.C.	02	Rs.	Rs.
	<u>Day Shift</u> (7a.m. – 7p.m.) J.S.O. -	01	Rs.	Rs.
	<u>Night Shift</u> (7 p.m.– 7 a.m.) J.S.O. -	47	Rs.	Rs.

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

Add 08% 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 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 Colombo Municipal City Limit Premises – 2022 (1)** under the terms and conditions given below.

1. Security guards should be deployed according to a schedule drawn by the head of Department depending on his requirements.
2. 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.
3. 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.
4. **Bidder can bid for one or more locations or all locations.**
5. 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.
6. The contract under this Tender/Bid will be valid for two years. However the contract may be renewed, on concurrence of both parties.
7. 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.
8. The successful Tenderer/Bidder should ensure that the security personnel deployed by him do not leave their security points during the shift and are alert while on duty, in the event of any Security personnel being report to have deserted the point of duty or found sleeping while on duty a fine of Rs.300= per day (in the case of security personnel) will be imposed on the contractor. Any Shortfall of the stipulated security personal absent shall be sufficient grounds for deduction of Daily Salary of the security personal..
9. 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.
10. 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.

11. 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.
12. Bid securities **from a** recognized Bank in Sri Lanka **acceptable to Colombo Municipal Council**, valid for **150days** from the date of closing of the bid should be submitted with the bid document. **Bid security amount required for each location as follows.** Bid Securities issued by Insurance firms will not be accepted. Bids not accompanying the required bid security will be rejected. **When the bidder provides one Bid security for all locations, it shall mention the amounts separately for each location.** Bid Security format is attached herewith (annexure 01).
 - 1) Madampitiya Yard - Rs. 70,000.00
 - 2) Drainage & Water Supply division - Rs. 100,000.00
 - a. Madampitiya Pumping Station
 - b. Slave Island Pumping Station
 - c. Wanathamulla Pumping Station
 - 3) Playgrounds, Reception Hall, Community Centers of Department of Sports & Recreation (44 Locations) - Rs 500,000.00
13. Tenderers Whose tenders are over Rs. 5.0 Million should submit PCA (3) after registration with the Public Contract Registrar.
14. 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 the **10% performance guarantee to be valid Until 28 days from the end of the contract period for each contract.** Any losses arising out of negligence of the personnel deployed will be recovered from the Bank 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 02.
15. If the successful Tenderer/Bidder are unable to provide performance Guarantee within 14 days after receiving letter of award Tender/Bid acceptance will be cancelled.
16. 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 Public Assistance Department / Council. Evaluating the service provided/ performance of the service provider, the payment will be certified by an officer of the Public Assistance Department. 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.
17. Contractor should submit PCA (4) certificate issued by the public contract registrar when claim payment.
18. The rates quoted in the Tender/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 Tenderer/Bidder.

19. Tenderer/Bidders should give all the details required in the Tender/Bid form.
20. Tenderer/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**).
21. 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 Tender/Bids.
22. Tenders should be forwarded in Original with Duplicate. Both copies of the tender shall be signed and sealed by the Tenderer and enclose in separate envelopes and seal, each **shall be marked “ ORIGINAL” & “DUPLICATE”** and the **Name of the Tendered, 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 tendering item to be supplied on top left hand corner and closing Date and Address to Municipal Commissioner, Colombo Municipal Council, Town hall, Colombo 07.
23. Tenderer’s Name and Address should not be written on each envelop. That any words, mark or other references on the cover or envelop, identifying the name of the tenderer with change the tender to be invalid. The duly perfected tenders 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.
24. The Successful Tenderer/ Bidder will be required to **execute an agreement** with the Colombo Municipal Council for the satisfactory provision of services. Agreement charges are as follows.

Agreement Amount	Legal Charges for agreement
With No Amount	Rs. 10,000/-
Rs. 0 to Rs. 500,000/-	Rs. 5,000/-
Rs. 500,000/- to 1,000,000/-	Rs. 10,000/-
Rs. 1,000,000/- to Rs. 5,000,000/-	Rs. 15,000/-
Rs. 5,000,000/- to Rs. 10,000,000/-	Rs. 25,000/-
Rs. 10,000,000/- to Rs. 50,000,000/-	Rs. 50,000/-
Rs. 50,000,000/- to Rs. 100,000,000/-	Rs. 150,000/-
Rs. 100,000,000/- to Rs. 500,000,000/-	Rs. 200,000/-
Rs. 500,000,000/- to Rs. 1,000,000,000/-	Rs. 300,000/-
Rs. 1,000,000,000/- to Rs. 5,000,000,000/-	Rs. 500,000/-

25. The Municipal Commissioner reserves the right to terminate the contract at any time for unsatisfactory execution of the security services.
26. After Awarding Tender/Bid, Contractors must produce copies of letters of appointments, copy of National Identity card and other particulars to identify their employees to be employed in **Colombo City Limit Municipal Premises.**

27. Cancellation – (According chapter V-16 of gazzeted by-law of Colombo Municipal Council on 17/09/2021)
- a) If the contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or for bearing to do any action in relation to obtaining, or the execution of, any Council contract;
 - b) If the contractor shall have shown or for borne to show favour or disfavour to any person in relation to any Council contract;
 - c) If the acts described in (a) and (b) shall have been done by any person employed by the contractor or acting on his behalf (whether with or without the knowledge of the contractor);
 - d) If in relation to any contract with the Council the contractor or any person employed by him or acting on his behalf shall have committed any offence under the Bribery and Corruption Acts.
 - e) If the Contractor shall become bankrupt, make an arrangement with creditors, go into liquidation etc.
 - f) If the Engineer or Architect certified in writing that the Contractor :-
 - I. Has abandoned the Contract,
 - II. Has failed to commence the works,
 - III. Has failed to proceed with the works with due diligence,
 - IV. Has failed withing a reasonable period to pull down or replace work after being instructed to do so,
 - V. Is not executing the works in accordance with the contract.
28. "**Tender/ Bid for Security Service to Colombo Municipal City Limit Premises – 2022 (1)**" shall be written on the top left-hand corner of the sealed envelope which contains the Tender/ Bid.
29. Tender/ Bids in duplicate should be placed in the Tender/ Bid Box of the Secretary's Department at Town Hall, Colombo 07 before 10.00 hrs. **26.04.2022**. Tender/ Bids sent by post will be rejected. Tender/ Bids received after the closing time will be rejected.
30. Under the extraordinary Gazette No.1530/13 dated 01.01.2008 all payments of Rs.25, 000/- and above will be subjected to Stamp Duty.

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

Specification & Requirement

Madampitiya Yard (Dump Site)

- Watch over the Madampitiya disposal site, reduce the illegal dumping near to the site and secure the container cabin going to be established.

Pumping Stations of Drainage & Water Supply Division

Madampitiya Pumping Station

- Inspecting and patrolling premises regularly
- Patrol property on foot, securing personnel, assets, buildings, gates, and fence perimeter are secure in all weather conditions
- Monitoring public access and ensuring the security of all personnel and visitors
- Maintaining an activity log
- Check the Gully Browsers and Maintain the Records.
- Ensure the Safety of equipment installed in new Pump Station Building.
- Ensure the safety of Disposable items stored at yard and inside the old pumping station building
- Adhering to company policies and legal regulations
- Ensure a safe environment through strict access control and equipment control
- Complete daily reports (Gate pass records , Entry Records), including relevant information, observations, and signatures

Slave Island Pumping Station

- Inspecting and patrolling premises regularly
- Patrol property on foot, securing personnel, assets, buildings, gates, and fence perimeter are secure in all weather conditions
- Monitoring public access and ensuring the security of all personnel and visitors
- Maintaining an activity log
- Ensure the safety of install Pumping station items.
- Adhering to company policies and legal regulations
- Ensure a safe environment through strict access control and equipment control
- Complete daily reports, including relevant information, observations, and signatures

Wanathamulla Pumping Station

- Inspecting and patrolling premises regularly
- Patrol property on foot, securing personnel, assets, buildings, gates, and fence perimeter are secure in all weather conditions
- Monitoring public access and ensuring the security of all personnel and visitors
- Maintaining an activity log
- Ensure the safety of install Pumping station items.
- Adhering to company policies and legal regulations

- Ensure a safe environment through strict access control and equipment control
- Complete daily reports, including relevant information, observations, and signatures

Playgrounds, Reception Hall, Community Centers of Department of Sports & Recreation (44 Locations)

- Protecting equipment in those locations
- Prevent entry of outsiders without permission.
- Maintaining an activity log for all record.
- Monitoring public access and ensuring the security of all personnel and visitors.
- Ensure the safety of Equipment’s (assets , buildings, gates and fence)

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

Tender/ Bid Security

[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:*[issuing date]*

TENDER/ BID SECURITY No.:*[...]*

We have been informed that*[insert (by issuing agency) name of the Tenderer/ Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Tenderer/ Bidder") has submitted to you its Tender/ Bid dated *[date]* (hereinafter called "the Tender/ Bid") for the supply of *[insert name of service]* under Tender/ Bid No..... ("Tender/ Bid number").

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

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

- (a) has withdrawn its Tender/ Bid during the period of Tender/ Bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Tender/ Bid document and conditions of the General Terms and Conditions; or
- (c) having been notified of the acceptance of its Tender/ Bid by the Purchaser during the period of Tender/ 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 General Terms and Conditions.

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

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

[Signature of authorized representative(s)]

Annexure 02

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 03

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.**

Very Important

**According to the Standard By-Laws of Colombo Municipal Council of the Extraordinary
Gazette Notification No.2245/30 dated 17.09.2021**

*(Local Authorities (Standard By-Laws) Act no 6 of 1952 -Extraordinary Gazette Notification
No.541/17 dated 20.01.1989)*

Following details shall be read carefully as per the Part V of the by law.

TENDERER'S Name and Address should not be written on each envelope. That any words Mark or other reference on the cover or envelop, identifying the name of the Tenderer with change the tender to be invalid. (Please see No.06 of General Terms and Conditions)