



BIDDING DOCUMENT
PROVIDING OF PRIVATE SECURITY SERVICE
2026

AT THE UNIVERSITY OF VAVUNIYA.
PAMPAIMADU, VAVUNIYA

Procurement of Non-Consultant Services

(BID/CS/UOV/2026/02)

Procurement of Non-Consultant Services

Check List for filling the Bidding Document (Please tick (√) at relevant(page))				
No	Criteria/Item	Annexed / Filled		Page no.
		Yes	No	
1	Annexed the bid security of Rs. 350,000.00 from a Commercial Bank Registered Under the CBSL.			
2	Provide evidence to prove " Experience in similar Assignments ". * As per section 20.3 (a) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
3	Provide evidence to prove " Key Staff ". * As per section 20.3(b) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
4	Provide the " Clients Reference ". (Annex the letters) * As per section 20.3(c) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
5	Provide " Financial Capability " Audited accounts for the years. * As per the section 20.3(d) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
	2024/2025			
	2023/2024			
	2022/2023			
	2021/2022			
	2020/2021			
6	Provide evidence to prove " Provincial wide Service " with supporting Document. * As per section 20.3 (e) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
<u>Note:</u> In addition to this check list, It's the responsibility of the bidder to complete the bidding document clearly according to the instructions given in the bidding document. Supporting documents should be annexed, wherever necessary.				

SECTION – 1

INVITATION FOR BIDS
&
INSTRUCTIONS TO BIDDERS



INVITATION FOR BIDS

PROVIDING OF PRIVATE SECURITY SERVICE - 2026

BID/CS/UOV/2026/02

1. On behalf of The University of Vavuniya, the Chairman of the Department Procurement Committees invite sealed quotations from suitably qualified applicants for the providing **"Provision of Private Security Service for the University of Vavuniya for the year - 2026"**.
2. The service is expected to be provided for a period of one year, subject to a three-month probationary period.
3. The Bidding procedure will be conducted in accordance with the National Competitive Bidding (NCB).
4. Procurement documents can be inspected free of charge and obtain from the General Administration Division of the University of Vavuniya (Tel: 024 2223316) from 15-11-2025 to 05-12-2025 on regular working days, between 9:00 a.m. to 3:00 p.m. Tender documents will be issued only until 3:00 p.m. on 05-12-2025.
5. Bidding documents of English Language could be obtained from **15.11.2025 to 05.12.2025** between 09.00 a.m to 3.00 p.m on working days from the office of the **Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya** on producing the receipt for the cash payment of a non-refundable fee of **Rs.3,500/-** made to the Shroff of the University of Vavuniya, or application forms could be downloaded from the **University of Vavuniya** website (<http://www.vau.ac.lk>) and should submit the completed documents by accompanying the payment of non-refundable fee of **Rs.3,500/-** paid to any branch of the Bank of Ceylon by using the Bank of Ceylon cash deposit slip drawn in favor of **University of Vavuniya** in the **Bank of Ceylon Account No. 0002364602** (Vavuniya Branch).
6. The pre bid meeting will be held on 26-11-2025 at 10.30 a.m. **at the Board Room of the IT Centre, University of Vavuniya, Pampaimadu, Vavuniya.**
7. All tenders must be submitted along with a **Bid Security of Rs. 350,000.00**, payable unconditionally as specified in the bidding document, valid for a period of 119 days from the Bid closing date (until 30-04-2026). This Bid Security must be obtained from a commercial bank registered under the Central Bank of Sri Lanka in the name of the **"Vice Chancellor, the University of Vavuniya"** or be paid in cash to the University Shroff.

8. Sealed Bids in duplicate must be delivered and reached to the address below on or before **3.00 p.m.** on **05.12.2025**. The original of the bid should be enclosed in a cover & marked **“Original”**. Duplicate of the bid should be enclosed in a separate cover and marked **“Duplicate”**. Both the original and the duplicate of the bid should be enclosed in one cover and top left hand corner shall be marked **“Invitation for bids Provision of Security Service for the University of Vavuniya for the year - 2026”**. The name & address of the firm submitting the bid should appear in the cover.
9. Bid shall be closing and reached to the address below on or before 3.00 pm on 05.12.2025
10. Late bids will not be accepted and return unopen.
11. Bids will be opened immediately after **2.00 p.m.** on **05.12.2025** in the presence of the Bidders’ representatives who choose to attend in person at the address given below.
12. Before submitting the bid, the Bidder can visit the field sites and attach the duly completed form with signature of the officer mentioned in the form.
13. Items for which no rate or price is entered by the Bidder will not be paid for by the Client when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
14. Further clarifications can be obtained from the Assistant Registrar/General Administration of the University of Vavuniya during official hours.

**Vice-chancellor,
Chairman, Department Procurement Committee,
University of Vavuniya,
Pampaimadu, Vavuniya.
15-11-2025**

SECTION - 1

INSTRUCTIONS TO BIDDERS

A. GENERAL

- 1. Scope of Bid** 1.1 The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Appendix A to the Contract. The name and identification number of the Contract is provided in the Bidding Data.
- 1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the Bidding Data.
- 2. Qualification and given in Experience of the bidder** 2.1 All bidders shall provide in Section III, Forms of Bid and Qualification and Experience Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 2.2 If stated in the Bidding Data, all bidders shall include the following information and documents with their bids in Section III:
- a) List of Services performed for each of the last five years;
 - c) Experience in Services of a similar nature for each of the last three years, and details of Services under way or contractually committed; and names and addresses of clients who may be contacted for further information on those contracts;
 - d) Work plan and methodology
 - e) list of major equipment proposed to carry out the Contract;
 - f) qualifications and experience of key staff proposed for the Contract;
 - g) any other if listed in the Bidding Data.
- 3. Cost of bidding** 3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.
- 4. Site Visit** 4.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.

B. BIDDING DOCUMENTS

5. Content of Bidding Documents

5.1 The set of bidding documents comprises the documents listed below,

Volume 1

Section I	Instructions to Bidder
Section IV	Condition of Contract
Section VII	Forms of Securities

Volume 2

Section II	Bidding Data
Section III	Forms of Bid and Qualification Information
Section V	Contract Data
Section VI	Employer's Requirements
Section VIII	Activity Schedule

6. Clarification of Bidding Documents

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid.

C. PREPARATION OF BIDS

7. Language of Bid

7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in English language.

8. Documents Comprising of Bid

8.1 The Bidder shall submit the Bid in duplicate in a sealed envelope as marked

"Bid for Security Services 2026"

8.2 The envelope shall include the originals of the following document.

- (i) The Original Bidding Document (Inclusive of rate and annual price),
- (ii) Bid Security, (Original)
- (iii) Duly filled 'A' schedules," Qualification an Experience Information,"
- (iv) Other information listed in Bidding Data: and,
- (v) Any other information, bidder may wish to include
- (vi) Activity Schedule

9. Bid Prices

9.1 The Contract shall be for the Services, as described in the Employer's Requirements, Section VI, based on the priced Activity Schedule submitted by the Bidder.

9.2 The Bidder shall fill in rates and prices for all items of the Services described in the in-Employer's Requirements, Section VI and listed in the Activity Schedule, Section VIII. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

9.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder. However VAT shall be included separately.

10 Currency of bid and payment

10.1 The lump sum price shall be quoted by the Bidder shall be in Sri Lanka Rupees.

11 Bid Validity

11.1 Bids shall remain valid for the period specified in the Bidding Data.

11.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with Clause 12 in all respects.

12 Bid Security

2.1 If indicated in the Bidding Data, the Bidder shall furnish, as part of the Bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data.

2.2 If a Bid Security is requested under sub-clause 12.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.

12.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 12.1.

12.4 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security.

12.5 The Bid Security may be forfeited:

- (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity;
- (b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 22; or
- (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - (i) sign the Contract; or
 - (ii) furnish the required Performance Security .

**13 Format and
Signing of Bid**

13.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.

13.2 The original of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, all pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

13.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. SUBMISSION OF BIDS

**14 Sealing and
Marking of
Bids**

14.1 The outer envelope prepared in accordance with sub-clause 8.4 shall:

- a. be addressed to the Employer at the address provided in the Bidding Data;
- b. bear the name and identification number of the Contract as defined in the Bidding Data and,
- c. provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data

14.2 In addition to the identification required in Sub-Clause 14.2, the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened if required.

14.3 If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

**15 Deadline for
Submission
of Bids**

15.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the Bidding Data.

15.2 Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Parties previously subject to the original deadline will then be subject to the new deadline.

16 Late Bids

16.1 Any Bid received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the Bidder.

E. BID OPENING AND EVALUATION

- 17 Bid Opening** 17.1 The Employer will open the envelope in the presence of Bidders' designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation to Bid. The Bidders' representatives who are present shall confirm their attendance by signing the attendance sheet.
- 17.2 The Bidders' names, the presence (or absence) of Bid security, the presence (or absence) of the Financial Bid and any such other details the Employer may consider appropriate, will be announced by the Employer at the opening.
- 18 Clarification of Bids** 18.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, request any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 22.
- 19 Examination of Bids and Determination of Responsiveness** 19.1 Prior to the detailed evaluation of bids, using the information provided the Employer will determine whether each Bid (a) is accompanied by the required securities; and (b) is substantially responsive to the requirements of the bidding documents.
- 19.2 A substantially responsive Bid is the one which conforms to all the terms, conditions, and Employer's Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is the one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, (Consistent the bidding documents) the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 19.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 20 Evaluation of Qualification and Experience** 20.1 The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 19.

20.2 The Employer may or may not adopt the evaluation criteria and point system specified in the document

20.3 The Employer will determine whether the Bid is signed properly. If the Bid is not signed properly, it will be rejected at this stage

20.4 Each substantial responsive bid will be given a score as described under sub-clause 20.3. A Bid shall be rejected at this stage if it does not respond to important aspects of the Employer's Requirements or if it fails to achieve an overall minimum of **70** points together with the minimum given against each criterion.

20.5 In evaluating the Financial Bid, the Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows:

- a) excluding Provisional Sums and the provision, if any;
- b) correcting the arithmetical errors in-pursuant to Clause 22.
- c) making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers.
- d) applying any discounts offered by the Bidder.

20.6 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding document shall not be taken into account in Bid evaluation.

21 Correction of Errors 21.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.

22.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause 12.5.

F. AWARD OF CONTRACT

22 Award Criteria 23.1 Subject to Clause 24, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who have offered the lowest evaluated Bid prices.

- 23 Employer's Right to Accept any Bid and to Reject any or all Bids** 23.1 Notwithstanding Clause 23, the Employer reserves the right to accepts or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.
- 24 Notification of Award and Signing of Agreement** 25.1 The Bidder whose Bid has been accepted will be notified in writing of the award by the Employer prior to expiration of the Bid validity period. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the conditions of contract (hereinafter and in the conditions of "contract price"
- 25.2 The notification of award will constitute the formation of the Contract.
- 25.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder.
- 25 Performance** 25.1 If requested in the Bidding Data, **within 07 days** after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.
- 26 Appealing procedure** 26.1 Appealing procedure relating to this procurement shall conduct according to Procurement Guideline 2024 and Procurement Manual 2024

SECTION II
BIDDING DATA

Section II - Bidding Data

Instructions to Bidders Clauses Reference Bidder

- (1.1) The Employer is **the Vice Chancellor, University of Vavuniya.**

The name and identification number of the Contract is **PROVIDING PRIVATE SECURITY SERVICE FOR UNIVERSITY OF VAVUNIYA (BID/CS/UOV/2026/02)**

- (1.2) The Intended Contract period is **365 Days** from the Start Date of the Contract

- (2.2) The information required from bidders in Sub-Clause 2.2 is:

(I) Following Details relevant to evaluate bidder's capacity.

a. **List of Services of similar sizes and projects/contracts** performed for each of the **last five years.**

c. **Experience in service of a similar nature** for each of the **last five years**, and details of services under way or contractually committed: and names and address of clients who may be contacted for further information on those contracts.

d. **List of equipment** to be utilized

e. **Reference letters** from clients on bidder's past performances.

f. **Letter from the Ministry of Defense** to prove that the security firm has been provided with a license.

g. **Qualifications and experience of key staff** proposed for the services; and the Bidders should also confirm to the **statutory requirements** where payments are made to its employees under the Wages Board Ordinance, EPF and ETF.

h. **Registration with relevant authority** regarding contribution of EPF / ETF.

i. Details of **VAT Registration** – If the bidder has not registered for the collection of VAT a letter stating that the bidder has exempted for collection of VAT from the Commissioner of the Department of Inland Revenue should be submitted with his Bid.

(II) Details relevant to evaluate the financial capacity of the bidder - **certified audited accounts** turnover within recent last five years. Banker's details etc.

- (4.0) Pre-Bid meeting will be held at **10.00 a.m., on 26th November 2025** at the Board Room of the IT Centre, University of Vavuniya , Pampaimadu, Vavuniya.

- (8.4) The address for clarifications is.

**ASSISTANT REGISTRAR / GENERAL ADMINISTRATION DIVISION,
UNIVERSITY OF VAVUNIYA,
PAMPAIMADU, VAVUNIYA. (024 - 2223316)**

- (11.1) The period of Bid validity shall be up to **01st January 2026** (91 days from the date of Bid closing).
- (12.1) The amount of Bid Security shall be – **Rs. 350,000.00** The bid security shall be valid **Up to 01st January 2026**.
- (14.2) a) The Employer's address for the purpose of Bid submission is,
The Chairman
Department Procurement Committee
University of Vavuniya
Pampaimadu, Vavuniya.
- b) For identification of the bid, the envelopes should indicate:
Providing of Private Security Service for University of Vavuniya (2026)

15.1 The deadline for submitting the bids shall be **02.00 p.m. on 05th December 2025**.

17.1 Bid will be opened soon after the closing of bids **on 05th December 2025** in the following address,

Board Room,
IT Centre,
University of Vavuniya,
Pampaimadu, Vavuniya.

20.3 Criteria for Evaluation of Qualification and Experience:

	Criteria	Maximum Points	Minimum Required
a	Experience in similar assignments	50	30
b	Key Staff	10	08
c	Equipment	10	04
d	Clients' Reference	10	12
e	Financial capability	20	16
	Total	100	70

a. Experience in similar assignments: (Maximum – 45 marks)

The determination will take into account the Bidder's involvement in the similar assignments in the recent past.

- a) **15 marks for one contract** carried out by the company presently with more than 40 Security Guards (shift) per day.
- b) **10 marks to the additional contracts** in last five years (maximum 03 contracts) with more than 40 Security Guards (shift) per day **(maximum – 30 marks)**
- c) 20 guards last 5 years -5 marks

(Copy of the awarding letters, agreement to be submitted with the bidding document)

[Please refer to schedule **A of section III and use the** same format to submit the above details of Experience in similar assignments.]

b. Key Staff: (Maximum 10 marks)

Only the Key staff proposed by the bidder will be evaluated.

- a) If following Key Staff available in the Company –
(02 marks for each key staff position)

Managing Director/Chairman/CEO or equivalent title
Director / Operation or equivalent
Operational Manager or equivalent
Head / Human Resource or equivalent.
Accountant or equivalent
Chief Security Officer or equivalent
Visiting Officer or equivalent
Other Key Staff (Managerial Position)

(Details of Key staff indicated under 20.3 with the Name, qualifications, and professional experience in hierarchical order with organizational chart & details of EPF, ETF contributions for key staff to be submitted with the bidding document)

[Please refer to ***schedule B of Section III*** and use the same format to submit the above details of Key Staff.]

c. Equipment: (Maximum 10 marks)

Adequacy of the equipment proposed by the bidder will be evaluated.

Availability of Torches (Searching Lights), First Aid kits, Raincoats/Umbrella, Modern Communication facilities to the Security Guards, Motorbikes for use at the duty, Foot Bicycle for use at the duty, Gum boots or any other equipment needed to carryout the service. **(02 mark per each item)**

(Details of Equipment with supporting documents to be submitted with the bidding document)

d. Clients' Reference: (Maximum 10 marks)

The references made by previous clients (Public Service Sector such as Hospital, Bank, Airport, University, other Educational Institution and Reputed Private Sector Organizations etc.) service provided during **last five years** about the quality of the services provided by the bidder will be evaluated. **(02 marks per one client.)**

(Service certificates obtained from clients, **awarding letters** and List of clients to be submitted with the bidding document)

[Please refer to ***schedule C of Section III*** and use the same format to submit the above details of Client's Reference.]

e. Financial Capability: (Maximum 20 marks)

All financial aspects including the annual turnover and other financial information audited reports will be evaluated. **Certified Audited Financial Reports of last five years** to be submitted. Annual turnover every year shall be more than **Rs. 30 million.**

04 marks to the Certified **Annual Audited Accounts of last five years** with annual turnover of more **than Rs. 30 million** for years 2025/2024, 2024/2023, 2023/2022, 2022/2021 & 2021/2020

(Annual Audited Accounts and Auditor's reports to be submitted with the bidding document)

[Please refer to schedule D of Section III and use the same format to submit the above details of Financial Capability.]

Important Note: If not attached the above supporting documents, Bids will be rejected.

- 26.0** The Performance Security acceptable to the Employer shall be an unconditional form of guarantee to an amount equal to 5% of the Contract Price.
- 27.0** No advance payment shall be paid.
- 28.0** Bidder should provide a list of officers along with specimen signatures who have the signatory powers in this contract. The bidder should provide the Form 20 or any other relevant acceptable document.

SECTION III
FORMS OF BID, QUALIFICATION
INFORMATION, LETTER OF ACCEPTANCE,
AND CONTRACT

**Section III. Forms of Bid, Qualification Information, Letter of
Acceptance, and Contract**

Form of Bid

To: Vice Chancellor,
University of Vavuniya,
Pampaimadu,
Vavuniya.

Having examined the bidding documents, we offer to **Providing of Private Security Service for University of Vavuniya (2026) (BID/CS/UOV/2026/02)** in accordance with the Conditions of Contract, Employer's Requirements, drawings and activity schedule accompanying this Bid for the Contract Price of(amount in number)(amount in words) or any other sum derived in accordance with the said documents.

This Bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive.

We hereby confirm that this bid complies with the bid validity required by the bidding documents and specified in the Bidding Data.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

Qualification Information

Notes on Form of Qualification Information

The information to be filled in by bidders in the following pages will be used for purposes of bid evaluation as described in the Instructions to Bidders. Attach additional pages as necessary.

	20.3 - Schedule A Experience in Similar Assignments last five years Every assignment should be proved by a relevant document and if not attached will not be considered for evaluation.				
Period	Employer (Name and Address)	Description of Works	No. of Security Guard assigned	Amount Per Month (Rs.)	Contact Details

SCHEDULE B – Key Staff

Bidder should provide details of the allocated number of Security Guards per shift as given in the Activity Schedule

- 1 Site organization (Provide details of supervisory staff, their responsibilities, authorities, duties etc.)
- 2 Number of Security guards posted per shift, their age, experiences in similar assignment etc.

20.3 - Schedule B						
Key Staff						
<i>Position</i>	<i>Name</i>	<i>NIC Number</i>	<i>EPF No</i>	<i>ETF No</i>	<i>Task</i>	<i>Evidence page No</i>

20.3 - Schedule C				
Equipment Proposed				
	Equipment	Provided Status		Quantity
		Yes	No	
1	Torches (Searching Lights)			
2	First Aid Kt			
3	Vehicle Mirror Scanner			
4	Raincoats / Umbrella			
5	Modern Communication Facility to the Security Guards			
6	Motorbikes for use at the duty			
7	Foot Bicycle for use at the duty			
8	Gum boots			

(If there are any other similar kinds of essential equipment please mention)

<p style="text-align: center;">20.3 Schedule D Client's Reference</p>			
<i>Client name & contact details</i>	<i>Contract Period</i>	<i>Reference Issued Date</i>	<i>Page No</i>

<p style="text-align: center;">20.3 - SCHEDULE E FINANCIAL CAPABILITY</p>			
<p>Attached <u>certified copies</u> of following documents</p> <ol style="list-style-type: none"> 1. Audited accounts for the last five years 2. Details of bankers 3. Any other information relevant to verify the financial capacity of the bidder 			
<i>Year</i>	<i>Turnover</i>	<i>Remarks</i>	<i>Page No</i>
<i>2024/2025</i>			
<i>2023/2024</i>			
<i>2022/2023</i>			
<i>2021/2022</i>			
<i>2020/2021</i>			

Special note to bidders

Bidders shall provide the following documents for evaluation

1. A copy of the **Company Registration & Article** of incorporation
2. Attach certified copy of **license by the Ministry of Defense**
3. A copy of the **VAT Registration & letter of current VAT activation**
4. Copy of the **EPF / ETF Registration**
5. Latest **payment slips** of the key staff
6. Letter of **authorization of signatory** to sign the bid



වවුනියා විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව வவுனியாப் பல்கலைக்கழகம், இலங்கை University of Vavuniya, Sri Lanka

මගේ අංකය:

எனது இல.:
My Number:

ඔබේ අංකය:

உமது இல.:
Your Number:

පම්පයිමඩු, වවුනියාව, ශ්‍රී ලංකාව

பம்பைமடு, வவுனியா, இலங்கை

Pampaimadu, Vavuniya, Sri Lanka

Letter of Acceptance

Date

Vice Chancellor,
University of Vavuniya,
Pampaimadu,
Vavuniya.

This is to notify you that your Bid dated (*date*.....) for **providing services “Providing Private Security for University of Vavuniya 2026 (BID/CS/UOV/2026/02)** for the Contract Price of [*amount in numbers and words*], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance with the Contract documents.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Form of Contract

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

WHEREAS

- (a) The Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the “Services”);
- (b) The Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Conditions of Contract;
 - (b) The Contract Data;
 - (c) The Form of Bid;
 - (d) The Priced Activity Schedule;
 - (e) The Employer’s Requirements
 - (f) The following Appendices: [Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]
 - Appendix A: Description of the Services
 - Appendix B: Schedule of Payments
 - Appendix C: Key Personnel
 - Appendix D: Breakdown of Contract Price
 - Appendix E: Services and Facilities Provided by the Employer
2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of the Employer]*

.....

[Authorized Representative]

For and on behalf of *[name of the Service Provider]*

[Authorized Representative]

SECTION IV

CONDITIONS OF CONTRACT

Section IV. Conditions of Contract

1. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;
- (d) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer.
- (c) “Contract” means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- (d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- (e) “Employer” means the party who employs the Service Provider
- (f) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;
- (g) “Personnel” means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;
- (h) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
- (i) “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Employer
- (j) “Employer’s Requirements” means the Employer’s Requirements of the service included in the bidding document submitted by the Service Provider to the Employer
- (k) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Employer’s Requirements and Schedule of Activities included in the Service Provider’s Bid.

1.2 Applicable Law	The Contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.
1.3 Language	This Contract has been executed in English Language
1.4 Notices	Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when send by registered mail, to such Party at the address Specified in the Contract Data.
1.5 Location	The Services shall be performed at such locations as are specified in Appendix A, in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.
1.6 Authorized or permitted Representatives	Any action required or permitted to be taken, and any document required to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.

2. Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract	This contract shall come into effect on the date the contract is signed by either parties or such other later date as may be stated in the Contract Data.
2.2 Starting date	The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the Contract Data.
2.3 Contract Period	Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
2.5 Force Majeure	
2.5.1 Definition	For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

- 2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
- 2.5.3 Extension of Time** Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- 2.5.4 Payment** During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.
- 2.6 Termination** The Employer may terminate this Contract, by not less than **thirty (30) days'** written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and **sixty (60) days'** in the case of the event referred to in (f):
- 2.6.1 By the Employer**
- a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within **thirty (30) days** after being notified or within any further period as the Employer may have subsequently approved in writing;
 - b) if the Service Provider become insolvent or bankrupt;
 - c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than **sixty (60) days**; or
 - d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9;
 - e) if the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 3.8.1 and the Contract Data.;
 - f) if the Employer, in its sole discretion, decides to terminate this Contract.

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

a) If the Employer fails to pay any monies due to the service Provider pursuant to this contract and not subject to dispute pursuant to Clause 7 within **Sixty (60) days** after receiving written notice from the Service Provider that such payment is overdue; or

b) if, as the result of Force Majeure, the Service Providers are unable to perform a material portion of the Services for a period of not less than **fifty-six (56) days**.

2.6.3 Payment upon the Termination Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;

(b) except in the case of termination pursuant to paragraphs (a), (b), (d), of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract

3. Obligations of the Service Provider

3.1 General

The Service Providers shall perform the Services in accordance with the Employer's Requirements and the Activity Schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

3.3 Confidentiality

The Service Provider and the Personnel shall not, either during the term or within **two (2) years** after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

- 3.5 Service Providers' Actions Requiring Employer's Prior Approval** The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:
- (a) **entering into a subcontract** for the performance of any part of the Services,
 - (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
 - (c) changing the Program of activities; and
 - (d) any other action that may be specified in the Contract Data.
- 3.6 Reporting Obligations** The Service Providers shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.
- 3.7 Documents Prepared by the Service Providers to Be the Property of the Employer** All plans, drawings, Employer's Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.
- 3.8 Liquidated Damages** The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.
- 3.8.1 Payments of Liquidated Damages**
- 3.8.2 Correction for Over payment** If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate.
- The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5

3.9 Performance Security

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a **date 28 days** from the Completion Date of the Contract.

4. Service Provider's Personnel

4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.

4.2 Removal and/or Replacement of Personnel

- a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.
- c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Employer

5.1 Assistance and Exemptions

The Employer shall use its best efforts to ensure that the Service Provider shall be provided assistance and exemptions as specified in the CC.

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix E

6. Payments to the Service Provider

6.1 Lump-Sum Remuneration

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Providers in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 6.3

6.2 Contract Price

The Contract Price is set forth in the Contract Data.

6.3 Payment for Additional Services, and Performance Incentive Compensation

6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D.

6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. Unless otherwise stated in, the Contract Data, first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount and shall be valid for the period stated in the Contract Data. Any other payment shall be made after the conditions listed in the CC for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.

6.5 Interest on Delayed Payments

If the Employer has delayed payments beyond **twenty eight (28) days** after the due date stated in the Contract Data, interest shall be paid to the Service Provider for each day of delay at the rate stated in the Contract Data.

7. Quality Control

7.1 Identifying Defects

The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.

7.2 Correction of Defects, and Lack of Performance Penalty

- a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected...
- b) Every time notice a Defect is given; the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.
- c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8.

8. Settlement of Disputes

8.1 Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute

8.2.1 Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was not settled amicably in accordance with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.

8.2.2 The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3.

8.2.3 The Party desiring arbitration shall nominate five arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.

SECTION V

CONTRACT DATA

Section V. Contract Data

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1 (e)	The contract name is “ Providing Private Security Services at University of Vavuniya 2026. ”
1.1(f)	The Employer is “ Vice Chancellor, University of Vavuniya. ”
1.1 (h)	The Service Provider is [<i>Insert name</i>]
1.4	<p>The addresses are:</p> <p>Employer: Vice Chancellor University of Vavuniya Pampaimadu, Vavuniya.</p> <p>Service Provider: <i>To be filled after selection:</i></p> <p>Attention:</p> <p>Tele:</p> <p>Facsimile:</p>
1.6	<p>The Authorized Representatives are,</p> <p>For the Employer: Assistant Registrar /General Administration</p> <p>For the Service Provider:</p>
2.1	The date on which this Contract shall come into effect is [date].
2.3	The Intended Completion Date is 365 days from date of stated of the contract.
3.5 (a)	The Contractor shall not allow the contract to subcontract the whole or any portion of the work stipulated in this Contract. The University reserves itself the right to refuse or recognize the power of attorney issued by a Contractor to any person authorizing him to carry out the Contract on the Contractor's behalf.
3.9	As security for the due and punctual performance Contractor should undertake either furnish a Bank Guarantee in favor of the Vice-chancellor of the University of Vavuniya with a Commercial bank registered under the Central Bank of Sri Lanka as a Performance Bond for a period of one year and twenty-eight days (i.e., 5% of the tendered amount) or to deposit such a sum with the University.
4.2 (a)	The selected service provider should not recruit Sanitary Laboure’s of any of other service providers or contractors who are doing contracts in the University of Vavuniya. If it was done by the service provider and due to that the other service provider’s or contractor’s work was affected.
5.1	Not Applicable.
6.2	The rates mention in the financial bid. (All rates quoted by the Contractor shall be firm and not subject to variation during the contractual period of the contract.)
6.4	Payments shall be made on a monthly basis according to the attendance of employees provided by the service provider (relevant UOV authorized Officer certified attendance).
6.5	Payment delayed beyond thirty days (30 days) by the employer will be liable for the payment of interest.

APPENDICES

Appendix A – Description of the Service

The University of Vavuniya invites qualified and experienced security service providers to submit quotations for providing private security services for the University of Vavuniya. The University seeks a reliable partner to ensure the safety, security, and protection of its premises, creating a secure environment for all employees, students, permittees visitors, and others. The selected security service provider will be responsible for managing access, overseeing security, responding to emergencies, protecting assets, controlling crowds, and minimizing risks to ensure a safe and well-organized environment.

The security services provided by the contractor must meet the following requirements:

01. Interpretation of Security needed for the University which should cover following areas.
 - I. Preventing any injury to students, staff, employees, permittees, visitors or others
 - II. To take care of and protect the University premises/offices and the movable or immovable property therein and the staff within the University premises
 - III. To the movable or immovable property of the University, the land extending from such buildings to the relevant boundary, all student hostels belonging to the University located outside or within the main premises of the University, and the money in safes and vaults and other movable and immovable property and fixtures and fittings within and on the aforesaid premises, the University shall be the legal owner and the owner of the property as a mortgage and a charge during the term of this contract. The Company shall mean and include the use of trained personnel to prevent loss or damage to any other property or land that may be acquired.
 - IV. Prevention of loss or damage to the University by theft and petty theft by university employees or by any other person.
02. The security service shall be carried out by the selected bidder according to the Section VII - Activity Schedule 2026 as terms and conditions mentioned in the Bidding Document.
03. The locations where the security service shall be performed by the selected bidder are mentioned in Section VII - Activity Schedule 2026.
04. The period of contract shall be a one-year period subject **to 90 days probation period** from the starting date. The Contract may be extended for the balanced period, provided that the performance during the probationary period is satisfactory. The University of Vavuniya reserves the sole authority to extend the period of service.
05. The selected bidder shall always consult the Chief Security Officer or an authorized officer of the UOV regarding matters relating to the performance of this contract.
06. The selected bidder should provide security services continuously, 24 hours a day, including weekends, public holidays.

07. The selected bidder shall be responsible for sending a **visiting officer at least twice a week to inspect the quality of the security service** at University of Vavuniya on a monthly basis and for submitting reports to the Chief Security Officer.
08. The employees engaged by the selected bidder for the University's security services shall dedicate their time, attention, and abilities exclusively to protecting the University's movable and immovable property, as well as ensuring the safety of students, employees, permittees, visitors, and other individuals within the University premises.
09. The security staff of the selected bidder on duty shall comply with instructions issued by the Chief Security Officer of the University or authorized officers of the University of Vavuniya.
10. The selected bidder agrees that all security staff deployed to the university premises shall act with the utmost courtesy, professionalism, enthusiasm, and respect towards all students, employees, permittees visitors and others.
11. The selected bidder must ensure that the security officers/ security guards provided by the company maintain complete discipline and conduct and that they do not interferences, provocations, Interventions in any way with the administration or activities of the university or its officers, employees, students, permittees, visitors and others.
12. The selected bidder shall ensure that staff deployed under this contract protect the confidentiality of sensitive information with full confidence. Under no circumstances shall confidential information be disclosed to any person, directly or indirectly. The security service must ensure that services are maintained efficiently and with great care.
13. The University reserves the undisputed right to request the withdrawal of any person on duty without giving any reasons or cases. The selected bidder shall comply with such instructions.
14. The selected bidder shall ensure that any employee assigned to the University is removed immediately upon being informed by the University of any misconduct or unsatisfactory conduct. The selected bidder shall promptly replace such an employee with other qualified security personnel to ensure uninterrupted service
15. All security staff on duty shall be supervised by senior officers of the service provider who shall liaise with the Chief Security Officer of the University and the University Authority.
16. All security staff deployed on duty by the selected bidder shall report to the Chief Security Officer of the University or his Assistant on matters involving students.
17. It shall be the sole responsibility of the security officers/security guards employed by the selected bidder to immediately report any misconduct by University employees to the Chief Security Officer of the University through the officer in charge of the company. Only representatives appointed by the Vice-Chancellor or Registrar of the University will investigate such misconduct.

18. If there are unusual activities/clashes in the University premises, immediate actions should be taken to make observations on those activities which have a bearing on the safety of persons and movable and immovable properties of the University and should take necessary action to control the situation and to report to Chief Security Officer or any other authority of the University and to further carry out such directions and orders as may be given by the Chief Security Officer or any other authority of the University.
19. The selected bidder shall prevent all unauthorized persons and vehicles of any description from entering or remaining within the University premises. Additionally, the selected bidder shall prevent any articles from being brought into or taken out of the university premises, except with a valid document or instructions issued by the Chief Security Officer of the University or an authorized officer of the University.
20. The selected bidder shall undertake and agreed during the continuance of this contract to guard and protect movable and immovable properties, fixtures, fittings, effects and things lying in and upon the relevant premises of the University of Vavuniya and its boundary against theft, pilferage, burglary, arson, damage, malicious or otherwise whether by students, employees of the University of Vavuniya or any other person or persons whomsoever.
21. The selected bidder shall ensure that security staff deployed under this contract are carrying out the duties with due regard to the safety of movable and immovable properties and personnel and shall be liable for any damages or loss to movable and immovable property fixtures, fittings, effects and things lying in and upon the relevant premises of the University of Vavuniya and injury or death to any person caused by his/ her security personnel in course of their duty in any premises of the University of Vavuniya.
22. The University of Vavuniya shall not be held responsible or liable for any damage that may be incurred by the Company/ Firm as a result of war, disturbances, strikes, lockouts, epidemics, earthquake, fire, storms, floods or other circumstances beyond the control of the University.
23. In case of losses or damages which have occurred to the said property and premises which the selected bidder has been engaged to guard and protect, the contractor shall agree to pay the University any expenses incurred to rectify losses or damages from the due monthly payments.
24. Where loss or damage is caused to the University, the selected bidder shall be liable to compensate the University for such loss or damage upon proof that such loss or damage was caused by negligence and/or omission and/or failure of the Company.
25. In case of the absence of the security staff, the cost of any losses or/and damages occurred to the institute should be borne by the service provider without proving any negligence of the selected bidder.
26. In the event of any losses or damages being reported, both parties shall conduct an investigation and agree to act on the final conclusion or result of the investigation carried out by the University.

27. The selected bidder, as part of its responsibilities, must advise on and implement the necessary security measures when university client, student, employee, or other relevant party is exposed to a security risk
28. The University of Vavuniya may extend the period of contract depending on contingency requirements.
29. A shift for a security guard should be 12 hours and cannot be extended continuously.

Appendix B – Schedule of Payments and Reporting Requirements

01. Payments will be made upon the submission of the monthly bill by the Service Provider, based on the security shifts provided, within the first week of the subsequent month.
02. The University shall make the payment to the selected bidder (Company) monthly within 03 weeks of the submission of the bill upon satisfactory provision of requested security services for the preceding month as per the rates specified in the Form of Bid. The selected bidder shall submit the monthly bill by the first week of the following month & should complete the monthly bill based on the number of security shifts provided, as specified in the Activity Schedule.
03. All rates quoted by the selected bidder in the financial bidding document shall be firm and not subject to variation during the contractual period unless the minimum wage applicable for the security service trade is amended by the Government of Sri Lanka.
04. The selected bidder should indicate the cost of services as follows
 - (a) Amount charged for a Security Guard (SO) per 12-hour shift.
 - (b) Amount charged for a Security Officer In-Charge (OIC) per 12-hour shift.
05. All-inclusive charges excluding VAT per security person for a twelve (12) hours shift for each grade of security staff shall be specified.
06. The selected bidder shall be responsible to pay the wages to all security staff employed for the works satisfying the conditions of Wages Boards' Ordinance including EPF and ETF contributions and overtimes as applicable.
07. The University does not make any payments to the members of the Security Staff and their respective payments are made only to the selected bidder.
08. No advance payment shall be paid.
09. The selected bidder should be provided continuously security services during round the clock of the day and employ the required number of security guards for each shift. No payment will be made for unattended shifts, and a deduction of Rs. 500.00 will be applied for each unattended shift.

Appendix C – Key Personal

1. The selected bidder shall agree to deploy security staff as per the requirements of the Security officers for 2026 given in the Bidding document (Activity Schedule). The contractor shall agree to provide additional security staff or reduce security staff whenever requested by the University.
2. The selected bidder shall provide to the Assistant Registrar/General Administration through the Chief Security Officer or authorized officers of the University of Vavuniya, the name, recent certified photograph, certificate issued by Grama Niladhari, certified copy of National Identity Card, details of qualification and training of each and every employee deployed to work under this contract in the University at least two days before the date of commencement of services. However, if the Chief Security Officer, the University Authority, or the contractor finds them unsatisfactory, they may be replaced before completing this period.
3. The selected bidder should be promptly informing the Assistant Registrar of the General Administration Division in writing of any changes to the above list including new deployments, replacements, or removals of security staff before they are deployed for work.
4. The selected bidder shall maintain security logbook, attendance records, watch list, duty rosters, an emergency contact list, and other documents required for the performance of their duties, as directed by the University. These records shall be the property of the University and shall be maintained under the supervision of the Chief Security Officer of the University.
5. All security personnel engaged in contract work under this agreement at the University of Vavuniya (UOV) must sign the attendance register at designated locations within the University premises, as determined by the university authorities, at the beginning and end of each shift. The duly completed attendance sheets must be certified by the chief security officer or authorized Officer of the University for payment processing. The Chief Security Officer or authorized officer of the University could inspect the attendance register as needed.
6. The selected bidder shall ensure that staff deployed under this contract are without criminal or other convictions in a Court of Law and also shall ensure their proper behavior in the UOV premises.
7. The selected bidder shall also ensure that their security staff conducts themselves in an exemplary manner while on duty and not consume any alcoholic beverage / drugs within any premises of the University and shall not fraternize with the students, employees, permittees, visitors or other contractors of the University of Vavuniya.
8. All the staff engaged by the selected bidder should be properly attired in Uniforms (full uniform with shoes, cap, belt) while on duty.
9. All the staff on duty should be provided with Torches (Searching Lights), First Aid kits, Vehicle Mirror Scanner, Raincoats/Umbrella, Modern Communication facilities to the Security Guards, Motorbikes for use at the duty, Foot Bicycle for use at the duty, Gum boots or any other equipment, other apparel and accessories when and where necessary by the selected bidder.
10. Identity Card, badge issued by the contractor must be worn at all times while on duty.
11. All security staff to be deployed under this contract shall have communication facilities during an emergency.

12. **OIC who is on duty will ensure that the security guards** are on the alert and performing their duties to the satisfaction of the University and shall be available to the University on the telephone at any time during and after the office hours.
13. The selected bidder should provide properly trained security guards who are in good physical and mental health. All security guards assigned must be alert, punctual, physically fit, and free from any physical or mental abnormalities or defects that could hinder the performance of their duties, including possessing good vision without color blindness. They should have a strong physique, along with the necessary skills, knowledge, expertise, and experience to meet the requirements of the security tasks involved.
14. Only the persons with maturity, training and experience shall be employed for duty at the University. All security guards assigned to this contract should fulfill the following requirements.
 - a) Age limit between 18 years to 60 years.
 - b) Minimum Height – 5’ 4”
 - c) Chest minimum – 32” (Not applicable for LSO)
 - d) Educational qualification minimum – Passed Grade 8
 - e) Able to read and write. (Including logbook, investigation report, etc.)
 - f) Should have minimum three years’ experience in a reputed security firms or in Three Forces / Police.
 - g) Should have obtained training in first aid.
 - h) Should have obtained training in firefighting.
 - i) Should have good communication skill (Knowledge of using mobile and other communication equipment as applicable)
15. If a particular security guard is found to be below 18 years or over 60 years or is not in good physical or mental health condition, the employer has the right to order to replace the particular security guard. The Employer’s instruction in such a situation is binding and the selected bidder should take immediate actions to replace him or her.
16. If any disputes arise between the employees of the contractor and the University, all such disputes shall be resolved amicably.
17. The staff employed on duty shall comply with the instructions issued by the University authorities and shall take prompt steps to implement the instructions.
18. The selected bidder is not allowed to decrease the number of security guards. If the selected bidder increased the number of security guards without the approval of the university, or not increased, the minimum required number, will be considered when calculating the service provider’s payment.
19. Vice Chancellor, Registrar or Assistant Registrar / General Administration may request the increase or decrease the number of Security personals (OIC/SO) assigned to University of Vavuniya & the selected bidder shall immediately increase or decrease the number of Security personals accordingly subject to the stipulated rates for OIC/SO.
20. The selected bidder shall execute the specified work on working days, holidays and weekends without interfering with the normal activities of the offices,
21. The University reserves the right to conduct body search and other security verifications of employees.

Appendix D – Services and Facilities Provided by the Employer

The Employer is willing to provide facilities in a way the University can afford.

SECTION VI

EMPLOYER'S REQUIREMENT

Section VI - EMPLOYER'S REQUIREMENT AND DRAWINGS

CONDITIONS OF CONTRACT FOR PROVIDING PRIVATE SECURITY SERVICES FOR UNIVERSITY OF VAVUNIYA 2026

The Service Provider should ensure the security of all places given in the table below.

1. The selected bidder is requested to obtain an **insurance coverage of Rs. 1.5 Million** to cover University properties, Students, Staff, Security personnel, permittees, visitors, and others if any damage happen because of the selected bidder's fault and submit documents in proof of same to the University before signing the Agreement.
2. The selected bidder shall indemnify the University, against, any claim, by or in respect of any employees of the particular Company/ Firm engaged for the purpose of this contract, under the Workmen's Compensation Ordinance No. 19 of 1934 and all statutory amendments, modifications or extension thereof. The wages should not be less than stipulated in the Wages Board Ordinance as amended by the Extra Ordinary Gazette Notification.
3. The selected bidder shall provide all necessary facilities, materials and equipment to the security personnel to perform their duties effectively.
4. The selected bidder and the Security Officers/Security Guards shall vacate the University premises upon the expiration of the contract period or termination of the contract at any earlier decision taken by the University without causing any damages to the said premises or University properties.
5. The Security firm should deploy employees on shift basis (2 shifts per day) and no personnel should work for more than 12 hours continuously.
6. All the security personnel should be **over eighteen years and below sixty years** of age **with good physique**. They should have national identity cards and official identity cards issued by the security firm containing their names and designations. OIC is fully responsible to submit NIC copies and Grama Niladhari certificates of all the SOs assigned for duty of this institute (including two OICs), to the Administrative division. Until the submission of all these details, monthly bill won't be proceeded.
7. Security personnel should be in uniform displaying identity card issued by the security company while they are on duty.
8. Security personnel and the officer in charge should be provided with walki-talkies.
9. All the Security personnel should be fluent in speaking and writing in Tamil and a fair knowledge of English and/ or Sinhala.
10. Overall awareness of all the places including its Departments/ Branches/hostel's especially the premises where they are deployed.

11. No Visitors shall be permitted entry to the premises of the institute except on special circumstances or on special permission granted by the Vice Chancellor or Registrar or officers authorized by the Registrar.
12. To check identity card of all the visitors who are entering the institute premises and issue visiting cards to visitors. Furthermore, name and national identity card numbers including the purpose of the visit, time of arrival and departure of the all visitors should be entered in the Register, maintained at the guard rooms.
13. Check all vehicles, entering or leaving the premises of the university. No vehicle shall be allowed entry without an institute vehicle pass. Arrival and departure of the vehicles should be entered in the register and vehicles should have a gate pass for materials, equipment's, items if transport. Security personnel should take a full description of the items transport by the vehicles and check against the items mentioned in the gate pass. Any discrepancies should be reported.
14. Security personnel should adhere to the instructions given by the Registrar/Assistant Registrar or officers authorized by the Registrar while permitting entry to visitors and vehicles to the premises at special events of the university. Furthermore, security personnel should not allow anybody to take photographs, video clips of the university building or at any event of the university without permission of the Registrar or an officer authorized by the Registrar.
15. All the doors of the university buildings which need high security should be secured with additional padlocks by security personnel at 7.00 p.m. Employer also may request from time to time to under-take full responsibility of opening and closing doors of any identified buildings. When closing the doors, security should make sure that all the Air conditioners and lights are switched off and if there is any issue OIC should take immediate action to inform relevant officers/Assistant Registrar.
16. If any door left open after the university staff left, security personnel should inform the Assistant Registrar Office and seal them in accordance with the Assistant Registrar's instructions. Furthermore, Security Personnel should put a note on the log book and report to Assistant Registrar or a responsible officer about the incident the following morning.
17. Security lights of the university should be switched on at 6.00 p.m. and should be switched off at 6.00 a.m. the following morning.
18. Buildings and other facilities required for the security personnel are negotiable. Additional terms and conditions can be determined by mutual agreement.
19. If any damage is caused to the university property during the period of agreement, the value of the damage of the property and compensation should be charged from the security firm, if it was due to negligence or lapses on their part.
20. On request of the institute, security firm should have the ability to deploy additional security personnel whenever necessary.

21. All the information of the security personnel and the supervisor (OIC) including their names, address, certified copies of the national identity cards should be handed over to the Assistant Registrar Office. Information about the new security personnel also to be provided as they are deployed.
22. **You must ensure that the proper payment of allowances under the Wages Board Ordinance, Employees Provident Fund Act, Employees Trust Fund Act, Maternity Benefits 33 Ordinance, Gratuities Act, Budgetary Relief Allowance Act and Labor Compensation Ordinance.**
23. **University (Client) will not be liable for any injury/damage or dismemberment or the death of any employee or employees of the service provider in the course of employment and that it will not undertake to meet and pay any compensation which may be claimed by any of the employees of the service provider in the event of any such employee or employees sustaining any injury/damage or dismemberment or the death of any employee or employees in the course of employment.**
24. **The service provider shall be responsible for any damage/loss/theft caused to the University property and any theft etc. by his employees or external parties.**
25. Coverup should be arranged for absenteeism. In the event of absenteeism, it will charge equivalent to one and a half times **the per-shift charge** for the absent personnel. OIC, SO officers should be reported according to our activity schedule. Please note that OIC can't be absent in any case, the visiting officer can make arrangements to cover the duty of OIC.
26. Selected Security service providers should have the responsibility to issue keys for the students in the hostel at the main gate by keeping proper records of handing over in a register in compliance with the university of the sub-warden of the hostel.
27. Security officers are responsible to issue keys of the main building and take the custody of all the keys of main buildings as well as keys of university's vehicles and issuing vehicle keys for authorized persons and record meter reading of all the university vehicles and take the meter reading of hired vehicles.
28. ***OIC- preferably experience in armed forces and should have good communication skills.***
29. The selected bidder shall not assign or sublet whole, or any part of the services stipulated in this contract.
30. The University reserves the undisputed right to request the withdrawal of any person on duty without giving any reasons or cases. The successful Bidder shall comply with such instructions.

31. To evaluate the performance of the selected bidder, review meetings with the selected bidder or his authorized representatives and his supervisors will be held as required. These meetings are chaired by the Registrar, with the participation of Assistant Registrar/General Administration, Chief Security Officer, & any other officer decided by the University. Following criteria will be discussed at the meeting and the performance of the Service Provider shall be evaluated accordingly:

- (a) Quality of Service
- (b) Number of security guards assigned for each section
- (c) Failures of Service.

The Main idea of the performance evaluation is not to down grade the service provided but to improve the service through discussions and matching with the Employer's requirements. The selected bidder shall also undertake to ensure the performance of the agreed duties of the security officers employed for security purposes, subject to other clauses mentioned in the bidding document, as required by the University.

Declaration

I / We/ am / are aware that the conditions of bid governing the submission and the acceptance of the bid are specified above.

Authorized signature (s) of the Bidder

Name(s) and Designation(s)

.....

.....

.....

Seal of the Company / Firm

Date:

SECTION VII

ACTIVITY SCHEDULE

Section VII - Activity Schedule

Requirement of the Security Officers for 2025 /2026

Provision Private Security Service for University of Vavuniya. 2025/2026

Location		No. of points	
		Day shift	Night shift
Vavuniya Town			
01	Building Complex, Park Road	01	01
02	Guest House in Vairavapuliyankulam	01	01
03	Building Complex, Kurumankadu Premises	01	01
04	Building Complex, Inner Circular Road Premises	01	01
Hostel Premises at Pambaimadu			
05	Hostel Main Entrance	01	01
06	W. A. Hostel	01 (Female)	01 (Female)
07	W. B. Hostel Gate	01 (Female)	01 (Female)
08	W. C. Hostel Gate	01 (Female)	01 (Female)
09	M. A. Hostel Gate	01	01
10	Western Boundary of the Hostel Premises	01 (Female)	01
11	Sports Complex	01	01
University Premises at Pambaimadu			
12	Library Building	01	01
13	Main Gate No. 03, Pambaimadu	01	01
14	Main Gate No. 02, Pambaimadu	02	02
15	Main Gate No. 01, Pambaimadu	01	01
16	E1 – (Eastern boundary of the Pampaimadu Premises)	01	01
17	S1 - (South East boundary of the Pampaimadu Premises)	01	01
18	S2 – (South boundary of the Pampaimadu Premises)	01	01
19	S3 – (South middle boundary of the Pambaimadu Premises)	01	01
20	W1 – (West boundary near the Tank Area of the Pampaimadu premises)	01	01
21	W2 – (Western boundary of the Pambaimadu Premises)	01	01
22	Pump House, Pambaimadu	01	01
Total		23 points	23 points

*Note:- One additional LSO might be required when female students are provided accommodation at TRF.

University of Vavuniya

Provision of Private Security Services University of Vavuniya - 2026

Total Project cost for Security Services:

Amount charged for an Officer In Charge per shift of 12 hours =

Amount charged for Security Officer per shift of 12 hours =

Officer	Required shift per Day	Rate per shift (Rs) (without VAT)	Amount per Day (Rs.) without VAT	Amount for one year- without VAT (Rs)(Rate*shif*365)
OIC	02			
SO	02 x 23			
Total	48			

Total cost for one year (12 Months)

(without VAT) (Rs) =.....

Value Added Tax (VAT) 18% (Rs) =.....

Any other relevant taxes =

Total value with VAT(Rs) =

I hereby certify that the above information are true and correct according to the best of my knowledge.

Name of the Bidder =

Address of the Bidder =

Signature of the Bidder =

Date =

Date : Signature of the Bidder :

SECURITY AND PROTECTION SERVICE FOR UNIVERSITY OF VAVUNIYA,
SRI LANKA - 2026

AGREEMENT (Draft)

BETWEEN
UNIVERSITY OF VAVUNIYA, SRI LANKA
AND

.....

This agreement made and entered into at Vavuniya in the Republic of Sri Lanka on this day of between the of the one part (hereinafter) called and referred to as “ **the Party of the First Part** carrying on business under the name style and firm of in the said republic of the other part (hereinafter called and referred to as “**the Party of the First Part**” **Proprietor** carrying on business under the name style and firm in the said republic of the other part (hereinafter called and referred to as “**the Party of the Second Part**”)

WITNESSETH

Whereas **the Party of the First Part** is desirous of engaging the services of a security agency to guard, protect and otherwise secure the property, premises, machinery, equipment, cash and other property hereinafter mentioned of **the Party of the First Part** and having accordingly agree with **the Party of the Second Part** to engage its services for this purpose upon and subject to the terms and stipulations hereunder stated; now these present witnesses and it is hereby agreed by and between the said parties hereto as follows;

For the services to be rendered by **the Party of the Second Part** in terms of this agreement **the Party of the First Part** shall, subjects as hereinafter provided pay to **the Party of the Second Part** Rupees (.....) excluding VAT of contract sum for twenty four points (24 points) for one year period from to be mentioned. Monthly payment will be made on or before the tenth day of following month commencing from February 2025 for satisfactory and due performance of the contract in the preceding month by certification of Assistant Registrar, General Administration Branch.

The words and expressions in this agreement shall have the meaning assigned to the following Reference of Contract which is part and parcel of this agreement and herein after referred to.

The following documents which are signed by the parties hereto for better identifications shall be deemed to form, be read with and construed as part and parcel of this agreement.

- a) Conditions of contract
- b) Contract Data
- c) Schedule of works
- d) Schedule of Rates
- e) Schedule of work force
- f) Bank Guarantee for performance
- g) Bid Date :

1. Major Duty / Responsibility of Party of the Second Part

- 1.1. Subject to the provisions contained in this agreement **the Party of the First Part** doth hereby engage the services of **the Party of the Second Part** and **the Party of the Second Part** doth hereby bind itself and undertakes and agrees during the continuance of this agreement to guard, protect and otherwise secure the property and premises belonging to **the Party of the First Part** and premises rented to **the Party of the First Part** situated at

- (1) No.38, 10th Lane, Vairavapuliyankulam, Vavuniya and also,
- (2) The premises owned by University of Vavuniya situated at
 - a. Inner Circular Road, Vavuniya.
 - b. Model Tenement Road, Kurumankadu.
 - c. Park Road, Vavuniya.
 - d. Pambaimadu.
 - i. University Premises
 - ii. Hostel & Residential Premises

and cash in vaults and safes all other movable and immovable property fixtures, fittings effects and things lying in and upon aforesaid premises against theft, burglary, pilferage, arson, damage, malicious or otherwise whether by employees of **the Party of the First Part** or any other persons whomsoever and to make available when required security arrangements to the shroffs and/or other officers of **the Party of the First Part** to encash cheques and carry cash to and from the various Banks in Vavuniya and conduct spot checks daily at the premises of **the Party of the First Part**.

Note: During the course of the year, the number of security points will vary according to our needs and the payment will also be tied to the number of security points and number of shifts per day.

- 1.2. During the continuance of this agreement therein contained, provided further that in case loss or damage shall have occurred to the said property and premises which **the Party of the Second Part** has been engaged to guard protect and otherwise protect **the Party of the First Part** shall without prejudice to any right of action or remedy of **the Party of the First Part** in respect of any antecedent, breach, of any of the covenants herein contained be entitled to deduct or retain in the hands of **the Party of the First Part** from any amount due to **the Party of the Second Part** under the provisions of this agreement any sum or sums of money and apply the same against the amount of any loss or damage sustained or cost or expense incurred by **the Party of the First Part** provided only if after an investigation by **the Party of the First Part** such loss or damage sustained by **the Party of the First Part** has been found to be due to neglect of duty or any other cause on the part of **the Party of the Second Part**.
- 1.3. The Security Supervisor and Security Guards shall patrol the premises both day and night, conduct security checks within the premises especially during working hours, check vehicles personnel, goods entering or leaving the premises, inspect fire fighting equipment, and help to maintain such equipment in good order, maintain all registers of the vehicles and persons entering or leaving the premises, maintain all registers connected with security, punch tell tale clock and seal all important doors leading to the buildings after working hours if required to do so and will on **the Party of the First Part**, break the seals to do so by **the Party of the First Part** and forward report of all facts and findings to **the Party of the First Part** and keep under surveillance any individual or individuals whenever required to do so by **the Party of the First Part**, keep the management informed in advance of any contemplated strike action, boycott,

work to rule, go-slow and industrial action by the employees of **the Party of the First Part** in obtaining background reports of personnel employed by **the Party of the First Part** and work in close liaison with the police in all matters and attend Court on behalf of **the Party of the First Part** if so required and generally use their best endeavors and abilities to prevent all crimes and offences with a view to ensuring the safe security of the said property and premises and the smooth administration of the day to day business of **the Party of the First Part**.

- 1.4. The employees of **the Party of the Second Part** shall not in any manner interfere with the students of the University of Vavuniya of **the Party of the First Part** expect to make observations of on their actions which have a bearing on the safe security on persons & of the property and premises of **the Party of the First Part**, and to carry out such directions & orders as may be given on these observations by the Rector.
- 1.5. During the hours of duty all Security Supervisor and Security Guards will be required to carry out and adhere to their duties as contained in this agreement and other orders conveyed to them by **the Party of the First Part**.
- 1.6. **The Party of the Second Part** doth hereby binds itself and agrees to be responsible and accept liability for the property and premises which **the Party of the Second Part** has undertaken to guard protect and otherwise secure.
- 1.7. **The Party of Second Part** have been requested to provide the security services with fulfilling **the Party of the First Part** requirements as indicated in the ' Provision of Security Services

2. Contract Period

- 2.1. This agreement shall commence on the _____ and shall continue in force for one year only subject to the terms and conditions hereinafter provided especially of its article (Hereinafter called "contract period")
- 2.2. Intended period of contract is days subject to 90 days of performance evaluation period from the date of commencement of services.
- 2.3. If the services are unsatisfactory during the performance evaluation period of 90 days, the contract will be terminated by **the Party of the First Part** during performance evaluation period or at the end of the performance evaluation period or during tenure of the contract thereafter by giving 30 days' notice on such termination. If the service is found to be good the contract will continue to be in force up to a period of days.

3. Deploying Security Personal

- 3.1. Security personnel shall be satisfy the minimum requirement given by **the Party of the First Part** to be deployed by **the Party of the Second Part** to work under this contract. (**Annexure -I**)
- 3.2. **The Party of the Second Part** is required to submit the brief details of security personnel to **the Party of the First Part** including recent certified photograph, certificate issued by Grama Niladari and certified copy of National Identity card along the Application form given by **the Party of the First Part**. (**Annexure II**)
- 3.3. Any new Security Guard or Supervisor appointed after the signing of the agreement should be reported to **the Party of the First Part** before three working days.

4. Roster for Security Personnel

- 4.1. Security Supervisor who will operate in two shifts in each twenty-four hours in the said premises. Security guards who will work in two shifts per twenty-four hours inclusive of standby. No security guard should be allowed to work for two shifts continuously in same or different points. Security Supervisor for surprise visits day and night to the said premises. *Payment will be deducted more than two shift continuously performed by one security personnel in same point or different point.*
- 4.2. The number of security personnel required for duty per shift shall be as determined from time to time by **the Party of the First Part** and shall be provided by **the Party of the Second Part**.

Officers	Numbers	
	Day Shift	Night Shift
Security Supervisor	01	01
Security Personal (Male)	19	20
Security Personal (Female)	04	03
Total	24	24

- 4.3. Executive staff of **the Party of the Second Part** who shall ensure that its personnel are on the alert and performing their duties efficiently to the satisfaction of **the Party of the First Part**. The Senior Grade Security Officer of the executive staff will be on telephone and could be contacted at any time after office hours by **the Party of the First Part**.
- 4.4. **The Party of the Second Part** is required to submit monthly Duty Roster in advance to the Assistant Registrar Administration Branch / University of Vavuniya and it is the duty of **the Party of the Second Part** to keep the records on duty rosters of the available security personnel at the each point to inspect **the Party of the First Part** whenever they need.
- 4.5. Surprise visit day and night to the said premises will be done by the Security Inspector of **the Party of the First Part** to ensure that its personnel are on the alert and performing their duties diligently, efficiently and effectively to the satisfaction of the **Party of the First Part**.
- 4.6. **The Party of the First Part** shall pay surprises visit at any time during the office hours or off office hours to check the alertness without prior notice to the **Party of the Second Part**.

5. Payment of wages

- 5.1. The **Party of the Second Part** is required to strictly follow the Wages Board Ordinance and or any amendment thereof and Budgetary Relief Allowance of Workers Act No. 36 of 2005.
- 5.2. The **Party of the First Part** shall pay the wages based on the security point for shift. This fee shall be paid on a monthly basis.
- 5.3. **The Party of the Second Part** is required to submit monthly payment requisition to get the payments from **the Party of the First Part**. (Annexure –III (A) & (B)).

- 5.4. **The Party of the Second Part** is required to submit the detail of monthly salary pay sheet
- 5.5. **The Party of the Second Part** is required to submit the EPF and ETF contributions every month along with D and R Form and previous month should be submitted along with the monthly invoice.

6. Increase/ Decrease of Security Personnel

The Party of the First Part has reserve the rights itself to increase or decrease the number of Security Personnel time to time to be deployed according to their needs, during the continuance of this agreement without in any manner affecting the other terms and conditions.

7. General Conditions of Services

- 7.1. The security personnel deploying for this contract should be trained by **the Party of the Second Part** before the commencement of contract period including monthly training/ quarterly training.
- 7.2. **The Party of the Second Part** is required to ensure that security personnel and must wear uniform, shoes, Identity Card and name tag during the duty hours. *If the security personnel seems without uniform during duty hours, action will be taken to deduct the payment to each shift.*
- 7.3. The employees of **the Party of Second Part** shall possess suitable identity card in Their person which should be produced to **the Party of the First Part** for inspection whenever required to do so.
- 7.4. **The Party of the Second Part** is required to ensure that their personnel are expected to perform excellent quality of duty with high note of discipline and disciplinary action against their personnel should be produced to **the Party of the First Part** whenever required.
- 7.5. **The Party of the Second Part** is required to ensure that their personnel are on the alert and performing their duties effectively and efficiently to the satisfaction of the University.

8. Other Condition of Services

- 8.1. The employees of **the Party of Second Part** will not in any manner interfere with the working of the University of Vavuniya of **the Party of the First Part** and shall be subject to carry out such directions and orders as may be given by the Rector or any other officer authorized by him.
- 8.2. Provide always and it is hereby expressly agreed and declared that **the Party of the First Part** shall be at liberty (and the right to do so is hereby expressly reserved to **the Party of the First Part**) at any time during the existence of this agreement to engage any person or persons, firm, company or corporation and to provide any lorries or other vehicles and persons and also all necessary equipment gear and tackle for carrying out any work under the terms of this agreement in the event of default on **the Party of the Second Part** to carry out and execute any such work when called upon to do so whether by reason of a strike of the employees of **the Party of the Second Part** or lock out or by any reason whatsoever and **the Party of the Second Part** shall be liable to pay to **the Party of the First Part** on demand all costs and expenses incurred by **the Party of the First Part**.

- 8.3. **The Party of the Second Part** hereby specially agrees that the **Part of the First Part** shall not be liable for any injury or dismemberment or the death of any employees of **the Party of the Second Part** in the course of employment and that it will undertake to meet any payment or any compensation which may be claimed by any of the employee of **the Party of the Second Part** in the event of any such employee or employees sustaining any injury or dismemberment or the death of any employee or employees in the course of employment and **the Party of the Second Part** do further specially agree to indemnify **the Party of the First Part** against all such claims for compensation and all actual costs that may be incurred by **the Party of the Second Part** for such claims which are made against **the Party of the First Part** whether under any provisions of the workmen's compensation Ordinance or any other Statutory Provisions or any other specific law in Sri Lanka or in common law.
- 8.4. **The Party of the Second Part** shall, for the performance of the services under the agreement in an efficient and workmanlike manner with due care, diligence dispatch to the satisfaction in all respects of **the Party of the First Part** at its own cost and expense provide all necessary vehicle clothing, footwear & accessories, portable night lights, gear and tackle and engage and employ the personnel.
- 8.5. **The Party of the Second Part** shall ensure that its security personnel provided for Duty at the University of Vavuniya are competent in the handling and operation of the mobile portable communication equipment and in the use of fire fighting equipment provided by the University of Vavuniya .
- 8.6. The employees of the party of second part shall conduct themselves in an exemplary manner while on duty on the premises and not consume any alcoholic beverage within the premises and shall not fraternize with the students or employees of **the Party of the First Part** or the domestic servants in the University of Vavuniya premises.
- 8.7. With the exception of the provisions given herein under for the discontinuance of the services of the party of the second part by the party of the first part any dispute or difference whatsoever which shall arise at any time hereafter between the party of the first part and **the Party of the Second Part** touching or concerning these presents or the constructions meaning operation or effect their of or of any clause or provision herein contained then either party shall forthwith give to other written notice of such dispute or difference shall be referred to a single arbitrator in case the parties agree upon one otherwise to two arbitrators one to be appointed by each party or in the event of disagreement between the arbitrators than to an umpire to be appointed by the arbitrators in writing before proceeding with the business of the reference. The arbitrator, arbitrators or umpire shall have however to determine all matters in dispute which shall be submitted to them or his and of which notice shall have been given as aforesaid. The decision or award to the arbitrator, arbitrators or umpire (as the case may be) shall be binding upon the parties in dispute and the cost of the reference and award shall be in the discretion of the arbitrator, arbitrators or umpire who may direct to and by whom and in what manner and to what extend the same or any part their of shall be born and paid. The Arbitration process shall be conducted in accordance with the Arbitration Act No 11 of 1995 or any amendment thereof the submission of the matters in dispute to the award of the arbitrator, arbitrators or umpire and the award may at the instance of either party and without notice to the other of them be made for order of court.
- 8.8. **The Party of the Second Part** doth hereby agree without reservation that **the Party of the First Part** can request **the Party of the Second Part** to replace a security guard from

the security services provided in the premises of the University of Vavuniya without giving any reason or notice of same and doth hereby also agree that such action to **the Party of the First Part** shall not be referred to any arbitrators or any compensation or claim will be made against **the Party of the First Part** for such action.

- 8.9. **The Party of the Second Part** doth hereby agree without reservation that **the Party of the First Part** can discontinue the security services provided by **the Party of the Second Part** during the existence of this agreement with three months prior notice if **the Party of the First Part** is not satisfied the services of **the Party of the Second Part** and doth hereby also agree that such action of **the Party of the First Party** shall not be referred to any arbitrators or any compensation or claim will be made against **the Party of the First Part** for any remaining period in which the services have not been provided.
- 8.10. **The Party of the Second Part** shall obtain insurance cover for any loss of property belonging to the University of Vavuniya to the value of
- 8.11. All notices required to be given and all demands made under the provisions of this agreement shall be deemed to be given or may if sent by post in the case to **the Party of the First Part** addressed to **the Party of the First Part** to the Rector, University of Vavuniya of the University of the Jaffna and in the case to **the Party of the Second Part** addressed to **the Party of the Second Party** to and shall be deemed to have received in the ordinary course of post.
- 8.12. All the conditions indicated in the Bid document are applicable.

The Party of the Second Part agrees that on completion of the service agreement with the University of Vavuniya, any dues liable for the damages or losses caused by **the Party of the Second Part** could be recovered from their payments, as the Institution thinks fit.

All the charges and fees are subject to the change by University based on the government taxes or announcements by the gazettee notifications.

In witness where of **the Party of the First Part** has caused its Common Seal to be affixed and **the Party of the Second Part** have set their respective hands to these presents and to one other of the same tenant and dated at Vavuniya.

Dated :

.....

.....

**Signature of the authorized officer of
the First – Part**
(Common Seal of the First Part)

**Signature of the authorized officer
of the Second – Part**
(Seal of the Second Part)

Witnesses:

- (a)
Name :
Address :
Signature :
Contact No :
(b)
Name :
Address :
Signature :
Contact No :

- (a)
Name :
Address :
Signature :
Contact No :
(b)
Name :
Address :
Signature :
Contact No :

Section VIII

Forms of Security

Section VIII. Forms of Security

Annex A Form: Bid Security (Bank Guarantee)

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

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

Sealed with the Common Seal of the said Bank this [day] day of [month], [year].

The conditions of this obligation are:

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

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the five conditions, specifying the occurred condition or conditions.

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

Date _____ Signature of the Bank _____

Witness _____ Seal _____

[signature, name, and address]

Annex B Form: Performance Bank Guarantee (Unconditional)

To: [name and address of Employer]

Whereas [name and address of Service Provider] (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. [number] dated [date] to execute [name of Contract and brief description of Services] (hereinafter called “the Contract”);

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

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

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

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

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

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

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

