



BID DOCUMENT

Procurement of Contractual Services

PROVISION OF PRIVATE SECURITY SERVICES UNIVERSITY OF VAVUNIYA - 2025

BID No : BID/CS/UOV/2025/02

Issued To :

Date :

Non-refundable Fee :

Receipt No :

Date :

*Assistant Registrar
General Administration
Branch
University of Vavuniya*

CONTENTS

<u>No.</u>	<u>Document</u>	<u>Page No.</u>
1	Invitations for Bids	02
2	Locations	03
3	Instructions to Bidders	04
4	Conditions of Contract	06
5	Provision of Security Services	11
6	Form of Bid	14
7	Qualification Information	16
8	Information of Security company	17
9	Wages Calculation of Security staff	19
10	Total Project cost for Security Service	20
11	Acknowledgement for Bank Deposit	23
12	Standard Form of Contract Agreement	24
13	Standard Form of Bid Security	32
14	Deploying Security Supervisor / Security Personnel Annexure - I	33
15	Personnel Record Form Annexure -II	34
16	Monthly payment Requisition Jaffna Annexure – III (A)	35
17	Details of Shift Duty for security staff Annexure –III (B)	36
18	Name list of Security Supervisor / Security Personnel	37
19	Map – Security Point, University of Vavuniya	40



University of Vavuniya, Sri Lanka

Invitation of Bids for Contractual Services

Provision of Private Security Services for the University of Vavuniya - 2025

1. The Chairman, Department Procurement Committee of University of Vavuniya invites sealed Bids from eligible and qualified bidder for Provision of a Private Security Service for the University of Vavuniya up to **2.00 pm on 04.11.2024**.
2. Period of contract shall be a calendar year day subject to a performance evaluation period of 90 days from the start date.
3. Companies/ Firms which satisfy the following conditions are eligible to submit Bids. Documentary evidences should be provided with Bids.
 - 3.1 To be eligible for contract award, the successful bidder shall not have been blacklisted and shall possess the valid registration in the Ministry of Defence, Public Security, Law and Order, Business registration and a copy of the valid registration certificate in Sri Lanka under the Company's Acts or Business Name Registration Ordinance should be attached with the Bid.
 - 3.2 Audited financial statement of Security Service contracts performed in the last 03 Years should be Submit with bid.
4. Interested bidders may obtain further information from Assistant Registrar, General Administration Branch, University of Vavuniya, and inspect the bidding documents at the same address on any working day during working hours. (Contact Number – 024 222 3316)
5. Bidding documents of English Language could be obtained from **14.10.2024 to 01.11.2024 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 document 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. All bids shall be accompanied by a bid security for the amount of **Rs.350,000.00** to be valid for a period of 120 days from the date of closing of bids. The bid security should be obtained from any **licensed commercial Bank** operating in Sri Lanka approved by the Central Bank of Sri Lanka in favor of University of Vavuniya. (**Bid security from Insurance Companies shall not be accepted**).
7. Bidders are strongly advised to attend the pre-bid meeting on **25th October 2024** at 11.00 am at the board room of **IT Centre, University of Vavuniya, Pampaimadu, Vavuniya** for the Contract and visit each location (**Vavuniya Town & Pampaimadu**) before pricing.
8. Perfected sealed bids (Original & Duplicate) marked as "Bid for the Provision of Private Security Services for the University of Vavuniya - 2025" on the top left hand corner of the envelope should be addressed to **Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya** and should reach **University of Vavuniya** on or before 2.00 p.m on **04.11.2024** by registered post OR deposited in the tender box kept in the **General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya**.
9. Bids received will be opened soon after the closing of bids on **04-11-2024 at 3.00 p.m** at the Board Room of the **IT Centre, University of Vavuniya, Pampaimadu, Vavuniya**. Bidder or an authorized representative is allowed to be present at the time of opening of bids.

Chairman
Departmental Procurement Committee
University of Vavuniya,
Pampaimadu, Vavuniya.
12-10-2024

University of Vavuniya, Sri Lanka

Provision of Private Security Services for the University of Vavuniya - 2025

Sealed bids are invited for the security service for the following premises of the University of Vavuniya. Location of security point details can be referred in the given map

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	Male Hostel (South Boundary)	01	01
11	Western Boundary of the Hostel Premises	01 (Female)	01
12	Sports Complex	01	01
University Premises at Pambaimadu			
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		22 points	22 points

50 % of Security Guards have to recruit with two years experiences

Note : Above schedule may be changed time to time according to the University needs. The above schedule of services is provided only for the information

1. INSTRUCTION TO BIDDERS

Reputed Security Agencies who possess valid registration and Licence from the Ministry of Defence for the provision of security service and **having minimum of Last 3 years experience in providing security service satisfactorily in a Government Department/ Corporation / University shall be eligible to bid.**

1. The Employer:
Name :- University of Vavuniya
Address :- Pampaimadu, Vavuniya.
2. Bidders are strongly advised to visit the premises and satisfy themselves as to the nature and extent of Service and conditions under which the security services have to be carried out before pricing by making prior appointments with the Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya. No claims for extras and extension of time will be entertained on the pleas of lack of such knowledge.
3. The period of contract will be for one year (365 days) from **01st January 2025** subject to 90 days of performance evaluation period from the date of commencement of services and the successful Security Agency will be required to enter into an agreement with the University before engaging in the service.
4. The source of funds is Government of Sri Lanka.
5. The completed bidding documents along with the certified documentary evidences for the following shall be provided with Bids:
 - i. *Duly filled application in duplicate*
 - ii. *A certified copy of the Certificate of Registration and a valid Annual License from the Ministry of Defense/ Public Security/ Authorised entity.*
 - iii. *A certified copy of the Certificate of Registration of Business.*
 - iv. *Bid Security for the amount Rs. 350,000.00*
 - v. *Experience in security services of a similar nature in a Government Department/ Corporation/University. Certified copies of acknowledgements for such completed services should be attached to the Bid having minimum of Last 3 years experience*
 - vi. *Proof to be provided by way of list of security personnel on the certified copies of "C"-Return of EPF and "R"-Return of ETF contributions paid at least for last 3 years.*
6. The Language of Bidding documents shall be in English. Alteration shall not be made in the Bid or in the other documents annexed thereto. All alterations and erasures in filling the particulars by the Contractor in the bid shall be initialled by them.
7. The original and duplicate of Bids with all supporting documents shall be enclosed separately in confidential packets. On the top left corner of the packets "Provision of Private Security Services for the University of Vavuniya – 2025" for both Original and Duplicate shall be marked.
8. Both original and duplicate packets shall be enclosed in one securely sealed cover marked "Bid for the Provision of Private Security Services for the University of Vavuniya – 2025" and addressed to the Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya.

9. Bids shall either be reached by registered post to the Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya on or before 2.00 pm on **04.11.2024**

OR

Be deposited in the Bid box kept in the office of the Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya on or before 2.00 pm on **04.11.2024**.

10. Bids received will be opened soon after the closing of bids on **04.11.2024** at the Board Room, IT Centre, University of Vavuniya, Pampaimadu, Vavuniya. Bidder or an authorized representative is allowed to be present at the time of opening of bids.
11. VAT component should not be included in the rates. The amount written in the Form of Bid should be without VAT. If any bidder is not registered for VAT he/she should indicate the net value of the bid. Under this category, bidders should obtain and attach a letter from the Commissioner, Department of Inland Revenue certifying that the company has not been registered for VAT.
12. Bid should be accompanied by a Bid Security for amount **Rs. 350,000.00** in the form of Bank Guarantee in the acceptable format which is annexed, valid for 120 days from scheduled bid opening date obtained from any licensed Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka , in favour of the **Vice Chancellor, University of Vavuniya**. *Bid security from Insurance Companies shall not be accepted* and bid security should be submitted with the original bid.
13. **Pre - Bid Meeting:**

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

Date : 25-10-2024 Time : 11.00 a.m

14. Successful Bidder should submit a Performance Security of 10% of the Initial Contract Sum by way of a Bank Guarantee Obtained from any licensed Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka (in favour of the Vice Chancellor, University of Vavuniya.) Performance security from Insurance Companies shall not be accepted. The Bank Guarantee shall be valid for 13 months from the date of commencement of work and should be submitted within 14 days after receipts of the letter of acceptance.
15. The Departmental Procurement Committee of the University of Vavuniya reserves itself the right, without question, to reject any or all the Bids and is not bound in any way to accept the lowest or any Bid.
16. The expenses incurred in connection with the preparation of the bid shall be borne by the Bidder.
17. The refundable deposit made as Bid Security must be claimed within six (06) months from the date of awarding the Contract. No claim will be entertained after the stipulated time period of six (06) Months.
18. **Contact details for the purpose of clarification:**

Assistant Registrar, General Administration Branch, University of Vavuniya

Tel: 024 - 2223316 Fax: 024 – 2223316 Email: www.aradmin@vau.ac.lk

2. CONDITIONS OF CONTRACT

01. The Employer:

Name : University of Vavuniya
Address : Pampaimadu, Vavuniya.

Name of the Representative: Vice Chancellor / University of Vavuniya

02. The Authorized Officer of the University:

Name : Registrar, University of Vavuniya

03. Contract Name & Contract No: Provision of Private Security Services for the University of Vavuniya – 2025, BID/CS/UOV/2025/02

04. Scope of the works:

The works consist of providing the services of male and female security guards as appropriate for protecting movable and immovable properties and personnel in University buildings, laboratories, student hostels, University Guest house, playground and preventing entering unauthorized persons. (Detail is given in *Conditions of Contract & Provision of Security Services*)

05. The successful Security Agency should provide all necessary facilities; uniform (at least two sets for a person), shoes, portable night – lights, Umbrella, equipment and the required items to provide the security in the University and its surroundings before commencing the contract period.

06. All inclusive charges excluding VAT per security person for a twelve (12) hours shift for each grade of security staff shall be specified. University will not contribute/ compensate EPF, ETF or any payments to the employees employed by Security Agencies. However the Agency must comply with the existing labour laws.

07. All wages must be paid accordance with following Acts and Ordinance of the Democratic Socialist Republic of Sri Lanka

- **National Minimum wages of Workers (Amendment) Act. No 16 of 2021**
Published as a Supplement to Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka of August 20, 2021)
- National Minimum wage of workers Act No - 3 of 2016
- Budgetary Relief Allowance of workers Act No - 4 of 2016
- Budgetary Relief Allowance of workers Act No - 36 of 2015
- Wagers Board Ordinance No 27 of 1941
- Employee Provident Fund Act No – 15 of 1958
- Employee Trust Fund Act No – 46 of 1980

EPF (12%), ETF (3%) and all statutory payments related to all the workers shall be borne by the security agency. The successful bidder has to submit the copy of the proof for the payment of ETF and EPF contributions for all the workers for the previous month with the submission of invoice for the respective month. The submission of the copy “**C**” form of the proof for the payment of ETF and EPF is a mandatory requirement for the monthly payments.

08. The Contractor shall be responsible to pay the wages to all Security staff employed for the works as per Wages Board's Ordinance including EPF and ETF contributions and overtimes as applicable.
09. The Security Agency should ensure that it will operate in two 12 hours shifts (12 hours* 2 shifts) for each twenty-four hours as per schedule. As per the requirement of the Labour Law, the twelve hours should be covered as 9 hours of normal work including 1-hour meal time and the balance 3 hours should be paid as overtime in a normal working days and as per standard procedure of Labour office for short working days and public/weekly/poya holidays should be considered for payments. No security guard should be allowed to work for two shifts continuously in same or different points. *Payment will be deducted more than two shift continuously performed by one security personnel in same point or different point.*
10. The Bidder, whose bid is accepted, should make arrangement to appoint security supervisor. Security supervisor must supervise the guard's duties in two locations; Vavuniya Town and Pampaimadu. The security supervisor should work under the direction of Chief Security Officer or Assistant Registrar, General Administration Branch.
11. Security Supervisor should be assigned to supervise by patrol both day and night to each points of the above said premises, conduct security checks within the premises. All relevant incidents and events should be reported to the Chief Security Officer or Assistant Registrar/ General Administration Branch.
12. Security Supervisor and security guards should satisfy the minimum requirement for the post.
13. No security staff not less 18 years and over 60 years of age shall be deployed to work under this contract, staff should be physically and mentally fit and any differently able person shall not be deployed. Medical certificates from relevant authority shall be provided if required by the University.
14. The Security Agency shall ensure that its employees deployed under this contract in the University are without criminal or other convictions in a Court of Law. The Contractor shall also ensure their proper behaviour inside the premises of the University of Vavuniya.
15. The Security Agency shall provide to the University, recent certified photograph, character certificate issued by Grama Niladari, certified copy of National Identity card 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
16. The Security Supervisor should be available in contact by phone or in person any time.
17. All security guards are expected to perform excellent quality of duty with high note of discipline.
18. The monthly duty roster should be submitted in advance.
19. The University of Vavuniya has the right to decide to increase or decrease the number of points mentioned in page 3.

20. The Security Agency shall ensure to provide the monthly training or quarterly training to the security personnel.
21. The Security Agency shall ensure that their Officers are on the alert and performing their duties effectively and efficiently to the satisfaction of the University.
22. All the Security Officer should possess suitable identity card in their possession, should produce to the authorized officers of the University, if required to do so. **Any new Security Guard or Supervisor appointed after the signing of the agreement should be reported to the University.**
23. The security staff employed by the security agency under this contract must be in full uniform with the name and badge while on duty. *If the security personnel seems without uniform during duty hours, action will be taken to deduct the payment.*
24. The University of Vavuniya is entitled to deduct or retain any amount due for the Security Agency and apply the same against the amount of any loss or damage sustained or cost or expense incurred, after an investigation by the University, if found such loss or damage sustained by the University is due to the negligence of duty or any other cause on the part of the Security Agency.
25. It is the responsibility of the agency to contribute EPF, ETF or any payments to the employees employed by Agencies. The Agency must comply with the existing labour laws and *monthly submit the EPF, ETF statement and paid salary statement previous month along with the monthly invoice.*
26. The number of Security Officers required for duty per shift shall be; as determined from time to time, by the University and shall be provided by the Security Agency.
27. If the services are unsatisfactory during the performance evaluation period of 90 days, the contract will be terminated by the University with immediate effect. 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 satisfactory, the contract will be in force up to the remaining period of 9 months.
28. If the Security Agency , in the opinion of the Vice Chancellor or University Council:
 - Is not executing the contract properly in accordance with the requirements of the contract,
 - or
 - Abandon the contract,
 It shall be lawful for the University of Vavuniya to:
 - I. Take such action as it deems fit so as to ensure the execution of the work in a satisfactory manner.
 - II. Terminate the contract immediately and engage other Security Agency on the same contract as it think fit to carry out the contracted services for the balance period of the contract, at the cost and expense of the Security Agency who shall, in respect of such liability, be liable for expenses and sums of money that may be spent by the University of Vavuniya in engaging other Security Agency for the said service.

It shall be lawful for the University of Vavuniya to recover all sums of money that may be required for the completion of the said contracted services.
29. All security staff deployed under this contract shall mark the arrivals and departure by the finger scanning machine & Attendance Register daily and require maintaining

security log books by the company as instructed by the Assistant Registrar / General Administration Branch.

30. If the services carried out by the particular Security Agency is reported unsatisfactory or incomplete by the Registrar or authorized officers, the University have the authority to deduct the amount equivalent to said services from the payment of particular month.
31. In case of losses or damages which have occurred to the said property and premises which the particular Security Agency has been engaged to guard and protect, the said Security Agency shall agree to pay the University of Vavuniya any expenses incurred to rectify losses or damages from the due monthly payments.
32. Registrar, University of Vavuniya will be responsible to ensure all the Security Monitoring System of the University of Vavuniya and the Security Inspector(SI) shall take responsible to ensure the monitoring to the day and night duty and report to the Registrar, University of Vavuniya. **If any incidents identified it should be reported to the Vice chancellor in detail with possible maximum evidence.** All correspondence be in written form to the Vice chancellor in any case of emergency prior information may be passed over the phone.
33. In case of any dispute or difference arises between the parties hereto regarding interpretation of any clauses of this contract of regarding the right conferred and the obligations imposed by this contract on the parties hereto the shall be referred to arbitration by the three appointed members of the Council of the University of Vavuniya nominated by the Council of the University of Vavuniya, in accordance with Laws of Sri Lanka, and the arbitration shall be final and binding on the parties hereto.
34. This contract may be terminated by either party giving thirty (30) days' notice to the other party in writing if desire to terminate the contract.
35. The Contractor should process a sound financial stability to pay the salaries to its employees at least for (03) months without awaiting the relevant Payments from the University of Vavuniya for the services.
36. The University shall make the payment to the Security Agency monthly on or before the third week of the following month commencing from the starting date of the service upon satisfactory provision of requested security services for the preceding month as per the rates specified in the Form of Bid. The Security Agency shall submit the monthly bill by the first week of the following month. No advance payment shall be paid.
37. An Insurance Cover should be obtained to cover the loss of property belonging to the University to the value of Rs. 1.5 million and should be submitted to the University when signing the agreement with the University.
38. Successful bidder within 14 days upon receipt of Letter of Award shall deposit a sum of equivalent to ten percent (10%) of the annual charge for total number of security staff to be deployed at the commencement of the contract as the security for satisfactory execution of the contract. Such deposit as performance security shall be refunded upon satisfactory completion of the contract. If the service is not satisfactory

and the contract is terminated this security bond for performance will not be refunded. The performance security may be furnished in cash or by way of a Bank Guarantee in favour of the Vice Chancellor, University of Vavuniya obtained from any licensed Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka valid for 13 months from the date of commencement of service and shall be irrevocable and unconditionally en-cashable upon the first written request from the University.

39. All the rates quoted by the contractor shall be constant and not subject to variation during the contract or its extension.

40. Documentary evidence should be provided as per the Criteria for Evaluation of Qualification and Experience.

41. Criteria for performance evaluation

41.1 Experience in Similar Assignments

- a. The determination will take into account the bidder's involvement in the similar assignments in the recent past, maximum of 03 years' experience.
- b. Must be a registered entity in Sri Lanka under the company's Act or Business Registration ordinance.

41.2 Key Staff

- a. Only the Key Staff proposed by the bidder will be evaluated.
- b. Bidder should have at least a Trained and experienced staff fleet of 25 under the firm for the last 03 years.

41.3 Clients References

The references made by the previous client about the quality of the services provided by the bidder will be evaluated.

41.4 Financial Capability

- a. All financial aspects including the annual turnover and the financial information will be evaluated Audited financial statement of bidder in the last 03 Years should be submit with bid.
- b. A written assurance should be submitted by the bidder that the salaries of the employees could be paid at least for three (03) months without awaiting the relevant payments from University of Vavuniya for the service.

41.5. Equipment:

Adequacy of the equipment proposed by the bidder will be evaluated

41.6. Work Plan and Methodology:

- a. The determination will take into account the bidder's provide monthly roster and name list including the allocation of necessary resources in providing the services.
- b. Bidder should submit schedule of frequently visit and confirm the security arrangements.
- c. Bidder should have confirmed the available of a security guard whenever changing the shift duty every point.

3. PROVISION OF SECURITY SERVICES

The successful Security Agency will be requested to provide twenty-four hours security service to guard and protect the above premises and all other movable and immovable properties and personnel in University buildings, laboratories, student hostels, University Guest house, playground and preventing entering unauthorized persons in and upon the premises belonging to the University of Vavuniya with effect from 1st January 2025.

1. The Security officer should leave his/her point of duty only after handing over his /her responsibilities to the security officer reporting for duty, and security officer shall remain in the premises after duty hours unless required by the Agency / University of Vavuniya .
2. Security officer reporting to duty should arrive in clean and pressed uniforms, shoes and wearing ID Cards at all time of duty approved by the Agency. Security officers on duty are to be smartly dressed and alert.
3. One security officer should help the fellow Security Officer in handling the emergency situations.
4. The Security officer handing over the duties and the security officer taking over the duties should verify the circumstances. If there is an issue, it should be brought to the notice of the Security Supervisor and Security Inspector/ University of Vavuniya. Late report of the circumstance will not be accepted. Late report of unaware of the circumstances will not be accepted. Security Supervisor/Inspector should report such matters in writing to Assistant Registrar/General Administration in the following morning, if necessary.
5. The security officer should perform the duty in accordance with the duty roster. A security officer shall not continue the duties in two shifts (maximum up to 12 hrs, until the replacement arrives) Security officer should be at all-time maintain an exemplary manner cordial relation in their dealings with the staff, students and visitors and should usher them to the appropriate places.
6. Security officer should examine doors, windows, and gates to ensure, all are locked after the closure of offices daily. If any door or window is not closed, it should be reported to the Security Inspector/ University of Vavuniya for immediate appropriate action and Security Inspector should report such matters in following morning to Assistant Registrar/General Administration.
7. The security officer on duty should observe the movements of staff and students across the University internal premises and inform to the Security Inspector/ University of Vavuniya immediately if the movements are unusual/suspicious. Security Supervisor/Inspector should report such matters in writing to Assistant Registrar/General Administration in the following morning, if necessary.

8. Security officer should inspect the buildings and the compound on continuous basis and take action to safeguard all properties belonging of the University of Vavuniya.
9. Every individual calling at the University should be inspected with the belonging in their possession at the entrance itself, before being allowed in.
10. Parcels, letters of suspicious nature should be thoroughly investigated and should be brought to the notice of the Assistant Registrar, General Administration Branch through Security Inspector, if unauthorized.
11. During the duty time, a security officer should not engage in any unnecessary conversation with outsiders and should not enter neighboring premises which does not belong to University.
12. All happenings should be recorded daily including daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences in a register and the register should be shown to the Security Inspector / University of Vavuniya for his daily observations.
13. The books and Registers (IB, Attendance Register, Visitor's register and other Registers maintained by security staff) should be promptly entered of any entries and also Visiting Officer(VO) should check and ensure that they are maintained properly. VO should visit each security point on continuous basis.
14. Security guard should check vehicles, personnel and goods entering and leaving the premises and maintain relevant registers and if required to do so, forward all facts and findings to the Assistant Registrar, General Administration Branch. Keep the Vice Chancellor/ Registrar / Assistant Registrar, General Administration Branch informed in advance of any contemplated strike, boycott or industrial action and use their best endeavour's and abilities to prevent all crimes and offences with a view to ensure the safe security of the said property and premises and smooth administration of the day business of the University.
15. Whatever instructions given by the visiting officers should be recorded in the register allocated for same.
16. All authorized keys should be properly recorded and sealed. Keys must be properly inspected before being received. The security agency must take responsibility for any loss occurring when the University's keys are under the custody to the security officers.
17. Arms and ammunition by unauthorized persons shall not be allowed into the University premises.
18. Vehicles entering the University premises shall be thoroughly checked and the details shall be recorded.

19. Vehicles parked outside the premises should be investigated.
20. If observed any dangers of fire, anomalies in the function of systems or interruption of utilities (electricity, heating, ventilation), It should be brought to the notice of the Assistant Registrar, General Administration Branch through Security Inspector. Meantime the Security officer should assist to handle the emergency situation.
21. Chatting with friends, consuming liquor, under the influence of liquor, chewing beetle, smoking and sleeping whilst on duty are totally prohibited. If found, disciplinary action will be taken by the Agency against the officer.
22. Security officer shall answer telephone calls, take messages, answer questions, and provide information during non-business hours /days and all information should be recorded and be conveyed to relevant officers in case of emergency.
23. If the visiting officer is unable to visit the institution due to unavoidable situation, Visiting Officer should contact security officers over the phone to check the situation, take action accordingly. Meantime, regarding the alternative security arrangements should be informed to the Assistant Registrar/ Administration Branch through Security Inspector.
24. Security Officer shall carry out other works given by the Security Inspector, Administration Branch, University of Vavuniya / Assistant Registrar, General Administration Branch, University of Vavuniya under the supervision of Security Supervisor of the Company in relation the specific nature of each security point.

Please state whether you accept the terms and conditions given above by signing the letter of acceptance given at the end of this document.

Chairman/ Departmental Procurement Committee
University of Vavuniya,

The Letter of Acceptance

The Vice Chancellor,
University of Vavuniya.

Dear Sir/Madam,

I read the above terms and conditions and agree to abide by those conditions.

.....
Signature of Bidder
Rubber stamp of the Institution

.....
Date

FORM OF BID

Name of Contract: Provision of Private Security Services for the University of Vavuniya - 2025

To The Chairman,
Procurement Committee,
University of Vavuniya

1. I/We..... of.....
(Name of the legal person)

.....
(Address)

the undersigned, having examined the Instructions to Bidders, Conditions of Contract, Contract Data, Form of Agreement, Schedule of Works, annexures and Schedule 1, 2, 3 and 4 do hereby offer and undertake to execute the whole of the said works referred in this cleaning service contract to your entire satisfaction, in strict accordance with the Conditions of Contract and Contract Data at the rates and prices set forth in the said Schedules amounting to Annual Contract Sum of Sri Lankan Rupees (excluding VAT and Taxes)

.....
..... (LKR)
(In words) (In figure)

or such other sums as may be ascertained in accordance with the said Conditions.

2. I/We acknowledge that the Condition of Contract, Contract Data and all annexures and schedules will form part of my/our Bid.
3. I/We undertake if my/our Bid is accepted, to commence the work as stipulated in the Contract Data and to carry out the whole of the cleaning service works comprises in the contract for the period stated in the Contract Data.
4. I/We agree to abide by this Bid for the period of 91 Days from the date fixed for receiving or any extended period and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal Agreement is prepared and executed, together with your written acceptance thereof, shall constitute a binding Contract between two parties.
6. I/We agreed that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 2025 in the capacity of
..... duly authorized to sign Bids for and on
behalf of (IN BLOCK
CAPITALS)

Signature of Bidder :
Name and NIC No. :
Designation :
(Official Seal)

Contact Number :

Date :

Witnesses: (1) (2)

Signature :

Name :

NIC No. :

Address :

.....

.....

QUALIFICATION INFORMATION
(To be completed and submitted by the Bidder with the Bid)



Company Registration or Business Registration	
No : Specialty: (Attach certified copies of valid certificates/ pages)	
Back Listed Company/Firm	
Have you been declared as a defaulted company/ firm by NPA or any other Agency? (If Yes provide details)	Yes/ No
VAT Registration No: (Attach certified copies of valid certificates/ pages)	
Legal Status:	
Value of Security Services Contracts, performed in last 3 years: (Attach certified copies of financial statements)	Year 2023 Year 2022 Year 2021
Value of Similar works completed within last 3 years: (Indicate only 3 largest Contracts) (Attach certified copies of completion certificates annexure)	1. 2. 3.
Provide the breakdown of the salary in the Schedule 01 to satisfy the Wages Board's Ordinance. Indicate whether the completed documents are attached or /or not.	Yes/No
Other information	

.....
Date

.....
Bidder's Signature with Official Seal

INFORMATION OF SECURITY FIRM/COMPANY

(To be completed and attached to the Bid)

01. Name of the Security Agency :

(i) Official Address :

(ii) Full Name of the Proprietor :

(iii) Phone No. : Fax No.:

02. Business Registration No. :

(Please attach a certified Photostat copy)

(iv) Date of Business Registration :

03. Registration and License No. of the Ministry of Defence / Public Security Law and

Order : *(Please attach a certified Photostat copy)*

Date of Registration : Expiry Date :

Date of Renewal :

04. VAT Registration No.:

(Attach the copy of the VAT registration. If no VAT registration please attach a copy of the letter of VAT exemption obtained from the Department of Inland Revenue)

05. Experience: *(Security service provided to other institutions & Attach the certified copies of service completion certificates issued by the respective university)*

Name and address of Institutions	Period	
	From	To

Name and address of Institutions	Period	
	From	To

06. a) Number of security personnel in the Company/ Firm :

.....

b) Number of trained security personnel in general duties and fire fighting:
 (Please attached list of names and give EPF and ETF numbers against names.)

07. State other benefits which the Security Agency offers to its security staff:

.....

08. How will you discharge services when there is a strike or when a curfew/lockdown is imposed? Please give details:

.....

09. State whether you provide Walkie-Talkies, Cellular Phones and Paging facilities to your security staff:

.....

Authorized Signature(s) of Bidder :

Date :

Designation(s) :

(Company/ Firm Seal)

Wages Calculation of Security staff

(Wages Board's Ordinance including EPF and ETF contributions and overtimes as applicable)

01. Name of the Company :-

02. Official Address :- :-

03. Contact Numbers :- Mob Office fix

- ❖ Working hours (12 hours two Shift) 09 hours (Including 01 hour lunch)
- ❖ Overtime for 12 hours two Shift 03 hours

Daily wages Scheduled

Nature of Security Personnel		Wages /Based on ordinance Charges for 12hours (9+3)			EPF & ETF contributions				Over Time 3 hours (h)	Daily wages
					Emp loye e	Employer				
		Basic (a)	Allowa nce (b)	Total (c)		EPF 8% (d)	EPF 12% (e)	ETF 3% (f)		Total (g) (e+ f)
Security Guard	Male/ Female									
Security Staff officer		Wages /Based on ordinance Monthly salary (c)			EPF 8% (d)	EPF 12% (e)	ETF 3% (f)	Month ly EPF+E TF	Monthly salary	
		Basic (a)	Allowance (b)					Total (g) (e+ f)	Over Time	Gross salary
Security Supervisor										

.....
Date

.....
Signature/ Bidder /Authorized officer
With official Seal

University of Vavuniya

Provision of Private Security Services University of Vavuniya - 2025

Total Project cost for Security Services:

S.No	Description	Amount (Rs)		
A.	(i)	The quotation for <i>one Security Supervisor</i> for University of Vavuniya per shift (twelve hours)		
	(ii)	The quotation for <i>one security point</i> for one shift (twelve hours)		
	(iii)	Total quotation for all points per year (2 shifts*22 points*365 days)		
	(iv)	The quotation for Security Supervisor per year (2 shifts * 1 Supervisor *365 days)		
	Total cost for Security Personnel's (A iii + A iv)			
B.	S.No	Description	Monthly (Rs.)	Annum (Rs.)
	01	Uniform and shoes for security personnel		
	02	Stationaries /Equipment or Tools		
	03	Overhead / Profit % -----		
	Sub Total			
Total Payment excluding VAT (A iii + A iv + B)				
VAT %				
Total Payment including VAT				
If any Discount				
Project Cost				

Note –

01. if mentioned any cost company shall be declared bone by the company
02. If there are any government taxes, please indicate:

Total amount per year (in words) excluding VAT:

Rupees

.....
.....
.....

Total amount per year (in words) including VAT:-

Rupees.....

.....
.....

Please indicate VAT No. (if any) :

Remarks / Notes:

.....
.....

Referees:

(I) (II)

.....
.....
.....

T.P.No.

T.P.No.....

.....
Date

.....
Signature/ Bidder /Authorized officer
With official Seal

I/We acknowledge that the Condition of Contract and Schedule of Services will form part of my/our Bid.

2. I/We undertake if my/our Bid is accepted, to commence the work as stipulated in the Condition of Contract and to provide the security services comprises in the contract for the period stated in the Condition of Contract.
3. I/We agree to abide by this Bid for the period of 91 Days from the date fixed for receiving or any extended period and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.
4. Unless and until a formal Agreement is prepared and executed, together with your written acceptance thereof, shall constitute a binding contract between two parties.
5. I/We agreed that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 2025 in the capacity of duly authorized to sign Bids for and on behalf of

(IN BLOCK CAPITALS)

Authorised signature(s) of Bidder :

Name(s) and NIC No(s). :

Designation(s) :

Contact Number :

Number of the Registration Certificate at the Ministry of Defence, Public Security, Law and Order : (Certified copy of valid registration certificate should be attached with Bid)

Company/ Firm Seal :

Date:

Witnesses: (1)

(2)

Signature :

Name :

NIC No. :

Address :

Acknowledgement for Bank Deposit

The Vice Chancellor,
University of Vavuniya,
Vavuniya.

Dear Sir/Madam,

I certify that the above information provided by me is true and accurate to the best of my knowledge. I also certify that Rs.3500/- as non refundable fee has been paid and the receipt / bank deposit slip is enclosed.

.....

Date

.....

Signature

Rubber stamp of the Institute/Bidder

SECURITY AND PROTECTION SERVICE FOR UNIVERSITY OF VAVUNIYA,
SRI LANKA - 2025

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 deep 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 Part** 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 :

Format for Bid Security Guarantee

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- *[insert issuing agency's name, and address of issuing branch or office]* -----

Beneficiary: ----- *[insert (by PE) name and address of Employer/Purchaser]*

Date: ----- *[insert (by issuing agency) date]*

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

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the execution/supply *[select appropriately]* of *[insert name of Contract]* under Invitation for Bids No. ----- *[insert IFB number]* ("the IFB").

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

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

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

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

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

[signature(s) of authorized representative(s)]

Deploying Security Supervisor & Security Personnel:

Security Supervisor and security guards should satisfy the minimum requirement for the post and that should be confirmed by the Authorized officer of the Vavuniya Campus.

- i. The Security Supervisor should have the following qualifications
 - ❖ *G.C. E (O/L) examination in 6 subject at not more than two sittings with credit passes in 5 subjects. The credit passes must include Sinhala / Tamil Language or Literature and Arithmetic / Commercial Arithmetic / Mathematics.*
 - ❖ *Not less than 5 years satisfactory services in the police or Armed service or any recognized security services*
 - ❖ *Height : Not less than 5 feet 4 inches*
 - ❖ *Chest : Not less than 32 inches*
 - ❖ *Age : Not more than 60 years*
 - ❖ *Should be able to communicate in Sinhala and Tamil as well*

- ii. All the Security personnel should fulfil the following requirements
 - ❖ *Should have passed the 8th standard*
 - ❖ *Height : Not less than 5 feet 4 inches*
 - ❖ *Chest : Not less than 32 inches*
 - ❖ *Age : Not more than 60 years*
 - ❖ *Should possess excellent physical fitness (Physical fitness should be certified by a MBBS Doctor)*
 - ❖ *Should be able to communicate in Sinhala and Tamil as well*

**University of Vavuniya
Administration Branch**

Photo

Personal Records of the Security Supervisor / Security Guard

Full Name	
-----------	--

Address	

(Annexed photo copy of NIC)

NIC No																	
--------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sex		
-----	--	--

Date of Birth	D	D	M	M	Y	Y	Y	Y
---------------	---	---	---	---	---	---	---	---

Height	
--------	--

Weight	
--------	--

Chest(Normal)	
---------------	--

Contact No	
------------	--

Educational Qualification	
---------------------------	--

EPF & ETF No	
--------------	--

I hereby certify that the above information are true and correct.

.....

Signature of the Security Guard

I examined the above named person holding NIC No.....and confirm that he is physically fit for the job of security personal.

.....

Signature of the Authorized Medical Officer (Rubber Stamp)

.....

Signature of the Director of the company (Official Seal)

Office use:

Assistant Registrar/ Administration Branch
Recommended / Not Recommended

.....

Security Inspector / Administration Branch

Approved / Not Approved

.....

Assistant Registrar/ Administration Branch

Office use only	
Time Shift	:
Finger Scanner Emp. No	:
Finger Scanner Card No	:
.....
Date	Signature

University of Vavuniya

Provision of Private Security Services University of Vavuniya - 2025

Monthly Payment Requisition Sheet for Security Service

Name of the Company :

Address :

Company Bank Account Number :

Name of the Bank/Branch :

Vat Registration Number :

Month :

No. of working days :

Details of monthly salary and other payments

S . No	Description of Payments	No. of Shift	Rate	Amount
01.	Security Guard			
02.	Security Supervisor			
03.	Uniform Cost once in a year			
04.	Stationaries / Equipment / Tools if needed			
05.	Overhead / Profit % -----			
06.	Total Payment excluding VAT			
07.	VAT %			
Total Payment including VAT				

We , attached the R& D Form for the Month of 2025

Prepared by :

Date:.....

.....
**Signature/Authorized
 Officer**
 (Company Rubber Stamp)

Office use only/ UOV

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Detail shift Duties for security staff :

Month :-

SN	Name of Security Personal	No of shift duty			Total	Wages Rate	Amount
		Day only	Night only	Day /Night double shift			
a.	Security Officer						
b.	Male Security Guard						
c.	Female Security Guard						

Note: - a Security Personnel / Guard was not work continuously more than 24 hours / two shifts

Prepared by :

Date:.....

.....
Signature/Authorized Officer
(Company Rubber Stamp)

Office use only/ UOV

Checked By :

Certified By :

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Name List of Security Supervisor & Security Personnel

SN	Name in Full	NIC No	Address	Cont. Number
<i>Security Supervisor</i>				
<i>Male Security Guard</i>				

Prepared by -----

Checked by -----

-

Authorized Officer -----

Map – Security Point, University of Vavuniya



வவுனியாப் பல்கலைக்கழகம், இலங்கை
වවුනියා විශ්වවිද්‍යාලය, ශ්‍රී ලංකාව
UNIVERSITY OF VAVUNIYA, SRI LANKA



