VAVUNIYA CAMPUS OF THE UNIVERSITY OF JAFFNA

SRILANKA

BID DOCUMENT FOR PROVIDING SECURITY SERVICES – 2017/2018

Issued to: .................................................................

Date: ............... 

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

Assistant Registrar, Administration

ADMINISTRATION BRANCH
## CONTENTS

<table>
<thead>
<tr>
<th>No.</th>
<th>Document</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Contents</td>
<td>1</td>
</tr>
<tr>
<td>02</td>
<td>Invitation for Bids</td>
<td>2</td>
</tr>
<tr>
<td>03</td>
<td>Locations</td>
<td>3</td>
</tr>
<tr>
<td>04</td>
<td>Instructions to Bidders</td>
<td>4-8</td>
</tr>
<tr>
<td>05</td>
<td>Application for the Award of Bid</td>
<td>9-10</td>
</tr>
<tr>
<td>06</td>
<td>Form of Bid Security</td>
<td>11</td>
</tr>
</tbody>
</table>
Vavuniya Campus of the University of Jaffna, Sri Lanka

Invitation for Bids
Providing Security Services 2017/2018

The Chairman of the Regional Procurement Committee, on behalf of the Vavuniya Campus of the University of Jaffna invites sealed bids from reputed Security Firms registered with the Ministry of Defense, Public Security, Law and Order and bearing a valid Annual License for providing security services for the Vavuniya Campus of the University of Jaffna at two locations; Vavuniya Town and Pambaimadu up to 3.00 pm on 11.10.2017.

Bids received will be opened soon after the closing of bids at 3.00 pm on 11.10.2017 at the Board Room of the Vavuniya Campus of the University of Jaffna, Park Road, Vavuniya. Bidder or an authorized representative is allowed to be present at the time of opening of bids.

Bidding documents could be purchased from 18.09.2017 to 29.09.2017 between 09.00 a.m to 2.30 p.m on working days from the office of the Assistant Registrar, Administration of the Vavuniya Campus of the University of Jaffna, Park Road, Vavuniya on producing the receipt for the cash payment of a non-refundable fee of Rs.2,000/- made to the Shroff of the Vavuniya Campus, or application forms could be downloaded from the Vavuniya Campus website (http://www.vau.jfn.ac.lk) and should submit the completed document by accompanying the payment of non-refundable fee of Rs.2,000/- paid to any branch of the Bank of Ceylon by using the Bank of Ceylon cash deposit slip drawn in favour of Vavuniya Campus of the University of Jaffna in the Bank of Ceylon Account No. 0002364602 (Vavuniya Branch).

Pre-BID meeting is scheduled to be held on 27.09.2017 at 10.00 am at the Board room of the Vavuniya Campus.

Perfected sealed bids marked as “Bid for the provision of security services for Vavuniya Campus” on the top left hand corner of the envelope in duplicate should be addressed to Chairman, Regional Procurement Committee, Vavuniya Campus of the University of Jaffna, Park Road, Vavuniya and should reach Vavuniya Campus on or before 3.00 p.m on 11.10.2017 by registered post OR placed in the bid box kept in the Administration Branch of the Vavuniya Campus, Park Road, Vavuniya.

Bidders are advised to visit each location before quoting prices.

If you need any clarification, may contact the Assistant Registrar, Administration T.P. No: 024-222 3316.

Chairman,
Regional Procurement Committee,
Vavuniya Campus of the University of Jaffna,
Park Road, Vavuniya.
11.09.2017
Sealed bids are invited for the security service for the following premises of the Vavuniya Campus of the University of Jaffna.

<table>
<thead>
<tr>
<th>Location</th>
<th>No. of points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vavuniya</strong></td>
<td></td>
</tr>
<tr>
<td>01 Building complex, Park Road</td>
<td>01</td>
</tr>
<tr>
<td>02 Guest House in Vairavapuliyankulam</td>
<td>01</td>
</tr>
<tr>
<td>03 Faculty of Applied Science, Kurumankadu</td>
<td>01</td>
</tr>
<tr>
<td>04 Department of Physical Science, Inner Circular Road</td>
<td>01</td>
</tr>
<tr>
<td><strong>Hostel Premises at Pambaimadu</strong></td>
<td></td>
</tr>
<tr>
<td>05 Female hostel I, Pambaimadu</td>
<td>02 (1female, 1male)</td>
</tr>
<tr>
<td>06 Female Hostel II, Pambaimadu</td>
<td>01(female)</td>
</tr>
<tr>
<td>07 Female hostel III, Pambaimadu</td>
<td>01 (female)</td>
</tr>
<tr>
<td>08 Male Hostel Premises, Pambaimadu</td>
<td>01</td>
</tr>
<tr>
<td>09 Western Boundary of the Hostel Premises</td>
<td>01</td>
</tr>
<tr>
<td>10 Sports Complex</td>
<td>01</td>
</tr>
<tr>
<td><strong>Academic Premises at Pambaimadu</strong></td>
<td></td>
</tr>
<tr>
<td>11 Faculty of Applied Science Building, Pambaimadu</td>
<td>01</td>
</tr>
<tr>
<td>12 South middle boundary of the Pambaimadu Premises (Tower)</td>
<td>01</td>
</tr>
<tr>
<td>13 South East boundary of the Pambaimadu Premises</td>
<td>01</td>
</tr>
<tr>
<td>14 Main Gate No. 01, Pambaimadu/ Eastern boundary</td>
<td>01</td>
</tr>
<tr>
<td>15 Main Gate No. 02, Pambaimadu</td>
<td>01</td>
</tr>
<tr>
<td>16 Pump House, Pambaimadu</td>
<td>01</td>
</tr>
<tr>
<td>17 Western Boundary of Academic Premises</td>
<td>01</td>
</tr>
<tr>
<td>18 Points between Hostel &amp; Pump house Area</td>
<td>01</td>
</tr>
<tr>
<td>Total</td>
<td>19 points</td>
</tr>
</tbody>
</table>
Instruction to Bidders

Reputed Security Agencies who possess valid registration and license from the Ministry of Defense for the provision of security service and having minimum of 3 years’ experience in providing security service will be eligible to bid.

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 property, fixtures, fittings and the things lying in and upon the premises belonging to the Vavuniya Campus of the University of Jaffna with effect from 1st December 2017.

1. Period of Contract

The period of contract will be for one year (365 days) from 1st December 2017 and the successful Security Agency will be required to enter into an agreement with the Campus before engaging in the service.

2. Application

The completed bidding documents should include:

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 not less than one percentage (1%) of the bidded amount.

v. Experience Certificate

Perfected bids including bid security as specified in the document should be sealed and marked as “Bid for providing security service for Vavuniya Campus, 2017/2018” on the top left hand corner of the envelope addressed to Chairman, Regional Procurement Committee Vavuniya Campus of the University of Jaffna, Park Road, Vavuniya. The Bids should be reached at Vavuniya Campus on or before 3.00 p.m on 11th October 2017 by registered post OR deposited directly in the bid box provided in the Administration Branch of the Vavuniya Campus, Park Road, Vavuniya on or before 3.00 p.m on 11th October 2017.

Bids will be opened on 11th October 2017 at 3.00 p.m in the Board Room of the Vavuniya Campus.

Bidders or one authorized representative will be allowed to be present at the time of opening of the bids.
3. **Insurance Cover**

An Insurance cover should be obtained to cover the loss of property belonging to the Campus to the value of Rs.800,000/- and should be submitted when called upon to sign an agreement with the Campus.

4. **Bid Security**

The bidder shall furnish a Bid Bond in favour of the Rector, Vavuniya Campus of the University of Jaffna to the value of not less than one percentage (01%) on the bid amount along with the perfected bids obtained from a recognized Bank in Sri Lanka valid for a period of 120 days from the date of closing of the bids. The above bid bond should be submitted with the original bid.

5. **General Conditions of Service**

a) Bidder whose bid is accepted shall be required to furnish a performance security in a sum of 10% of the full value of the Bid (annual amount) issued by a reputed Bank, such security shall be furnished within 14 days of award of Bid, in favour of Rector, Vavuniya Campus.

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

c) The following act/circulars/ordinance should be considered in the bidding price

   i. National minimum wage of workers act No. 3 of 2016
   ii. Budgetary Relief Allowance of workers act No. 4 of 2016
   iii. Budgetary Relief Allowance of workers act No. 36 of 2005
   iv. Wages board ordinance – No. 27 of 1941
   v. Employees provident fund act No. 15 of 1958
   vi. Employees trust fund No. 46 of 1980
d) The Security Agency should ensure that it will operate in two 12 hours shifts (12 hours* 2 shifts) for each twenty four hours with one Security Guard per shift per point. 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 the 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.

e) Security Inspector/ Officer should be arranged to supervise by patrol both day and night to the each points of the above said premises, conduct security checks within the premises especially during working hours. All relevant incidents and events should be reported to the management of the Campus, if required.

Security guard should check vehicles, personnel and goods entering or leaving the premises and maintain relevant registers and if required to do so, forward all facts and findings to the management of the Campus. Keep the management 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 Campus.

f) Security Inspector/ Officer and security guards should satisfy the minimum requirement for the post

g) The Security Inspector/ Officer should be available in contact by phone or in person any time.

h) All security staffs are expected to perform excellent quality of duty with high note of discipline.

i) Security Inspectors should supervise the guard’s duties in two locations; Vavuniya Town and Pambaimadhu.
j) In order to ensure the security of the premises, the security personnel should inspect all the persons and their belongings while entering and leaving the Campus premises.

k) The duty roster should be submitted in advance.

l) The Vavuniya Campus has the right to decide to increase or decrease the number of points mentioned in page 2.

m) The Security Agency shall ensure that their personnel are on the alert and performing their duties effectively and efficiently to the satisfaction of the Campus.

n) All the Security personnel should possess suitable identity card in their possession, should produce to the authorized officers of the Campus, if required to do so. Any new Security Guard or Supervisor appointed after the signing of the agreement should be reported to the Campus Authority.

o) The Security personnel will not in any manner interfere with the students or employees of the Campus expect to make observation on their actions which have a bearing on the safe security on person and of the property and the premises of the Campus, and to carry out such directions and orders as may be given on these observations by the Rector or her/his representatives.

p) The security personnel should be trained by the organization and must wear uniform and name tag during the duty hours.

q) The Vavuniya Campus 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 Campus, if found such loss or damage sustained by the Campus is due to the negligence of duty or any other cause on the part of the Security Agency.

r) Vavuniya Campus will not pay EPF, ETF or any payments to the employees employed by Security Agencies. However the Agency must comply with the existing labour laws and monthly submit the EPF and ETF statement along with the monthly invoice(Salary statements/ summary of the should be attached).

s) The number of security personnel required for duty per shift be as determined from time to time by the Campus and shall be provided by the Security Agency.
t) Please state whether you accept the terms and conditions given above by signing the letter of acceptance given at the end of this document.

u) All stationeries needed for maintaining security services should be furnished by the successful bidder.

v) 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.

w) Pre – Bid meeting:
   Venue: Board room, Vavuniya Campus, Park Road
   Date: 27.09.2017 Time: 10.00 a.m

Rector
Vavuniya Campus of the University of Jaffna,
Park Road, Vavuniya.

The Letter of Acceptance

The Rector,
Vavuniya Campus of the University of Jaffna.

Dear Sir/Madam,

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

Signature of Bidder Date
Rubber stamp of the Institution
Vavuniya Campus of the University of Jaffna

Application for the Award of Bid for the Provision of Security Service

01. Name of the Security Agency: ……………………………………………………………

   (i) Official Address: ………………………………………………………………………

   (ii) Full name of the Proprietor: ……………………………………………………………

   (iii) Phone No: ……………………………………………………………………………

02. Business Registration No: …………………………………………………………………

   (Please attach a certified copy)

03. Date of Business Registration

   ……………………………………………………………………………………………

04. Registration & License No. of the Ministry of Defense: ……………………………

   (Please attach a certified copy)

05. Date of Registration: …………………………… Expiry date: …………………

   Date of Renewal: ……………………………

06. VAT Registration No: …………………………………

07. Experience: (security service provided to other institutions) Please attached relevant documents

<table>
<thead>
<tr>
<th>Name of institutions</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 08. Rate

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) The quotation for one security point for one shift (twelve hours)</td>
<td></td>
</tr>
<tr>
<td>(ii) Total quotation for all points per year (2 shifts<em>19 points</em>365 days)</td>
<td></td>
</tr>
<tr>
<td>(iii) The quotation for Security Inspector/Officer per shift (twelve hours)</td>
<td></td>
</tr>
<tr>
<td>(iv) The quotation for Security Inspector/Officer per year (2 shifts<em>2Officer</em>365 days)</td>
<td></td>
</tr>
<tr>
<td>(v)</td>
<td></td>
</tr>
<tr>
<td>(vi)</td>
<td></td>
</tr>
</tbody>
</table>

**Total (ii + iv+- - -) (excluding VAT)**

Add: VAT (if applicable)

**Total Including VAT**

Total amount per year (in words) excluding VAT: Rupees……………………………………
........................................................................................................................................

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

Please indicate VAT No. (if any) : ………………………………………………………

Referees:

(I)………………………………….......... (II)…………………………………..
........................................................................................................................................

T.P.No.……………………………... T.P.No……………………………....

I certify that the above information provided by me is true and accurate to the best of my knowledge. I also certify that Rs.2000/- as non refundable fee has been paid and the receipt / bank deposit slip is enclosed.

Date:……………………… Signature:……………………………………

Rubber stamp of the Institute/Bidder
FORM OF BID SECURITY

To: (Name and address Employer)

WHEREAS ................................................................. [name of bid] (hereinafter called “the Bid”) has submitted his bid dated ............... [date] for the Provision of security services to Vavuniya Campus of the University of Jaffna ............................................. (hereinafter called “the Bid”)

KNOW ALL PEOPLE by these presents that we ......................... [name of organization] having our registered office at ........................................ (hereinafter called and referred to as “The Guarantor”) are bound unto the ..................... [name of employer] (hereinafter called and referred to as “the Employer”) in the sum of Sri Lankan Rupees ........................................ (in words and figures) for which payment well and truly to the said Employer the Guarantor bind himself, his successors, and assignees by these presents.

SEALED with the Common Seal of the said Guarantor this .............. day of........... 2017.

THE CONDITIONS of these obligations

(1) If the bid withdraws his Bid during the period of bid validity specified in the bidding documents: or
(2) If the Bid having been notified of the acceptance of his Bid by the Employer during the period of bid validity
   (a) fails or refuses to accept the offer by the Employer
   (b) fails or refuses to execute the form of agreement

We undertake to pay the Employer upto the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provide 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 both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 120 days after the deadline for submission of bids as such deadline is stated in the Instructions to Bids or as it may be extended by the Employer. Any demand in respect of this Guarantee should reach the Guarantor not later than the above date.

Date: .....................  Signature of the Guarantor
                   Rubber stamp of the Institute/Bidder

WITNESS:  1 ..........................
          2..............................
(Signature, Name and Address)