



# **BIDDING DOCUMENT**

**(NATIONAL COMPETITIVE BIDDING)**

**BID NO: SUP/SD/26/56**

**INVITATION OF BIDS FOR  
SECURITY SERVICE**

**INDUSTRIAL TECHNOLOGY INSTITUTE(ITI)  
No.503A, Halbarawa Gardens,  
Thalahena,  
Malabe.**

**ORIGINAL**

**BID No: SUP/SD/26/56**

**Industrial Technology Institute of Sri Lanka**

**INVITATION OF BIDS FOR  
SECURITY SERVICE**

**BIDDING DOCUMENT ISSUED UP TO** :From 04.03.2026 to 23.03.2026  
( at 9.00 am - 3.00pm)

**CLOSING OF BIDS** : **24.03.2026 at 10.00 am**

**OPENING OF BIDS** : **24.03.2026 at 10.00 am**

Non-refundable Amount payable: **Rs. 8,000/-** Receipt No: .....of .....

# **INVITATION FOR BIDS**

**INDUSTRIAL TECHNOLOGY INSTITUTE**

**No.503A, Halbarawa Gardens, Thaladena, Malabe**

Tel : 011-2797314, 011-2797315

## **SECURITY SERVICE AT INDUSTRIAL TECHNOLOGY INSTITUTE (ITI)** **YEAR 2026/2027**

The Chairman of Procurement Committee of Industrial Technology Institute invites sealed bids from eligible and qualified bidders for Security Services of ITI at **No.363, Bauddhaloka Mawatha, Colombo 07, No.120/4 A, No.Vidya Mawatha, Colombo 07 and No.503A, Halbarawa Gardens, Thaladena, Malabe** on annual contract basis.

To be eligible for contract award, the successful bidder shall not have been blacklisted and should meet the basic requirements mentioned below.

1. Must be registered in Sri Lanka under the Company's Acts or Business Name Registration Ordinance.
2. Valid Certificate of Registration obtained from the Registrar of Public Contracts, as prescribed in Public Contract Act, No 3 of 1987, if the contract exceeds **five million** rupees.
3. **The bidder shall submit the following additional documents**
  - i. Past three years audited final accounts (2022, 2023 and 2024)
  - ii. Past three years EPF and ETF receipts (2023, 2024 and 2025)
  - iii. Last three years VAT payment receipt (2023, 2024 and 2025)
  - iv. Documentary evidence and performance letter of past three-year experience in the similar services in Government Organizations (2023, 2024 and 2025)

### **BIDDING DOCUMENT**

Bidders should submit their offers strictly in conformity with the conditions given in the Bidding Document. All offers made not in conformity with bidding conditions are liable to be rejected.

## CONDITIONS FOR SECURITY SERVICE

01. The period of Contract is for 12 calendar months.  
The contract may be terminated by either party with prior notice of 90 calendar days.
02. Any quotation which is not in conformity with any or all of conditions laid down herein, is liable to be rejected.
03. Bidders should have/had experience for providing Security Service for Government Departments/ Public Corporations / or recognized private sector organizations at least for a period of 03 years. **(Certified copies of certificates should be annexed).**
04. Security Firms should adhere to the National Minimum Wage of Workers (Amendment) Act No.11 of 2025. Be aged between **18 to 60 years.**
05. All Security Service Staff should scan their finger print on the Time Attendance Register using the given number for arrival & departure. Payment is based on daily attendance.
06. All bidders should visit and inspect the Premises by prior appointment, with the Assistant Engineer-Premises and fully acquaint themselves with the details, nature and requirements of the proposed duty, and quote all inclusive rates. No claim for extras will be entertained on the plea of lack of such knowledge. The bidder who's quotation is accepted shall indemnify the institute against any claim by or in respect of any employee of the contractor engaged for the purpose of this contract under the Workmen Compensation Ordinance No.10 of 2022 and all statutory amendments, modifications or extension thereof.
07. The contractor is responsible for any damage that is caused to the property of the Institute or that of any third party or any injury that may be caused to any person, in the performance or in the consequence of the performance of the contract.
08. No alteration should be made in the quotation or any other documents annexed herewith. He / She should certify any alterations and or erasures of particulars filled by the contractor in the form.
09. **Bid Security**  
Bid shall be accompanied by an unconditional on demand guarantee obtained from a **Commercial Bank approved by the Central Bank of Sri Lanka payable to the Director General of Industrial Technology Institute or Cash deposit** sum of **Rs.300,000/-** and shall be valid for minimum 120 days from the closing date of the tender. Unsuccessful bidders can collect the Bid Bond from Senior Supplies Officer at Supplies Section, ITI.
10. **Bid Validity:**  
The Bids are to be valid for minimum period of 90 days.

11. The conditions of bidding should be signed and together with the offer in duplicate be placed in a sealed envelope and the envelope containing the conditions of bidding and the offer should be marked bidding document for **Security Services – SUP/SD/26/56** on the left hand corner of the envelope and should reach **HR Department, Industrial Technology Institute, No. 503A, Halbarawa Gardens, Thalahena, Malabe,** under sealed cover, on or before **10.00 am on 24.03.2026** Bidders or their duly authorized representatives may be present at the time of opening of Bids. Late Bids will be rejected.
12. The quotations should be firm and subject to no variations
13. **Performance Bond**  
A **Performance Bond of 5%** of the total value has to be submitted by the successful bidder and **should sign a formal contract agreement with the ITI** at the time of conformation of tender by ITI.
14. The Procurement Process is carried out to the Procurement Guideline published by the National Procurement Commission in 2024 containing Government approved laws and regulations.
15. The decision of the Procurement Committee will be final at all determinations.

**BID FORM**

**SECURITY SERVICE OF ITI FOR THE YEAR 2026/2027  
BID NO: SUP/SD/26/56**

1. Name of Security Firm:  
.....
2. Address:  
.....  
.....
4. Contact Nos./Fax No. during office hours/  
Particulars of mobile phone: .....  
Name of the contact person: .....
5. Name of the Directors: .....
6. Names of the Bankers: .....
7. Rate quoted should be excluding VAT: .....
8. Indicate whether VAT payable (Yes/No): .....
9. Whether registered at the Ministry of Defence/Divisional Secretariat for the current year (**Please attach a copy of the Registration Certificate**):  
.....
10. Rate per shift as per the following table.

<b>Designation</b>	<b>No. of Shifts/Day</b>	<b>Rate per shift ( Rs)</b>
Officer In Charge (OIC)		
Junior Security Officer (JSO)		
Lady Security Officer (LSO)		

**ITI - Colombo 07**

<b>Description</b>	<b>Monthly Total (Rs)</b>
Budgetary Relief Allowance ( <i>if available</i> )	
Profit & Administrative Charges	
<b>Sub Total Per Month (Colombo -07)</b>	

**ITI – Malabe**

<b>Description</b>	<b>Monthly Total (Rs)</b>
Budgetary Relief Allowance ( <i>if available</i> )	
Profit & Administrative Charges	
<b>Sub Total Per Month (Malabe)</b>	

❖ The security firms should adhere to the National Minimum Wage of workers (Amendment) Act No.11 of 2025. Be aged between **18 to 60 years**.

11. List of your present clients:

12. Indicate the names & addresses of 03 of your best clients. Also indicate the strength of security personnel employed in each of the 03 companies:  
.....  
.....  
.....

13. Indicate the total permanent security staff strength in your company. Please indicate designation wise:  
.....  
.....  
.....

14. Indicate the special tasks your security staffs are trained in:  
.....

15. The security strength you intend deploying on each shift ( Day, General, Night Shift – separately)  
.....  
.....

16. Indicate whether Insurance Policy is in operation as a precautionary measure to protect the client. Also mention the amount insured for.

I/We have read and understood the conditions of tender and do hereby confirm that we abide by the conditions of tender.

I/We hereby agree to keep the offer valid for 90 days for acceptance.

Signature of Bidder .....

Name of Bidder .....

Address of Bidder .....

.....

Date .....

**AGREEMENT**

This Agreement is made and entered in Colombo on this ... day of ..... 2026.(Effective date)

**By and Between**

..... (Company Registration No. )a Company incorporated under the Companies Act No. .... in the Democratic Socialist Republic of Sri Lanka and affiliated to the Ministry of Defence in the said Republic of Sri Lanka and having its Registered Office ..... (hereinafter referred to as the Party of the First Part,which expression as herein used shall where the context so requires or admits shall mean and include the said ....., its successors and permitted Assigns) of the **Party of the First Part.**

**INDUSTRIAL TECHNOLOGY INSTITUTE**a statutory body established under the Science & Technology Development Act. No. 11 of 1994 and having its principal place of work at 363, Bauddhaloka Mawatha, Colombo 07, in the Democratic Socialist Republic of Sri Lanka (hereinafter referred to as the **“Party of the Second Part”** which expression as herein used shall where the context so requires or admits shall mean and include the said **INDUSTRIAL TECHNOLOGY INSTITUTE**, its successors and permitted Assigns) of the **Party of the Second Part.**

❖ ❖ ❖ ❖ **WITNESSETH** ❖ ❖ ❖ ❖

WHEREAS the Party of the First Part is a Commercial Security Company providing comprehensive security services for the protection of public and private institutions and for personals to combat any external threats, without jeopardizing the overall functions, interests and objectives of the client.

**AND WHEREAS** the Party of the Second Part is a Government Board to improve the effectiveness of the national agri. Insurance scheme.

**AND WHEREAS**, the Party of the Second Part by Awarding letter dated ..... selected and offered the Party of the First Part to provide security service for **Industrial Technology Institute**, subject to the terms and conditions set out herein.

**NOW THIS INDENTURE FURTHER WITNESSETH THAT** in consideration of the mutual agreement and covenants set forth herein, the Party of the First Part and the Party of the Second Part agree as follows: -

1. This Agreement shall be in force and effect for a period of **12 months** commencing from ..... and ending on .....
2. It shall be the primary duty of the Party of the First Part to ensure the security and safety of the persons and properties, the Party of the Second Part, in the location of No.363,Bauddhaloka Mawatha, Colombo 07 and 503A,Halbarawa Garden, Thalahena,Malabe.
3. The Party of the First Part shall at all the times deploy the number of Security Personnel as per the request made by the Party of the Second Part. which is more fully described in **Annexure “B”** hereto on weekdays, weekends and public holidays. (Number of days with regard to the employment may vary in each month).
4. It shall be the responsibility of the Party of the First Part to ensure that the Security Personnel required by the Party of the Second Part are engaged on duty without delay/absenteeism during the period of this agreement including holidays/public holidays/ Poya days/ mercantile holidays.
5. The Party of the First Part shall comply with all applicable laws, rules and regulations established by the Government of Sri Lanka for the Security Services Trade in the Deployment of Security Personnel under this Agreement.
6. The Party of the First Part shall furnish to the Party of the Second Part at the end of each month invoices prepared on the rates as described in **Annexure “B”** hereto for providing security services as per the agreement.

7. The rates described in **Annexure "B"** shall remain fixed during the term of this agreement. However, the parties hereby agree to comply with the rules and regulations of the Government of Sri Lanka on minimum wages, statutory payments etc., in respect of the Security Personnel of the Party of the First Part.
8. The Party of the Second Part shall make the respective payments for the Party of the First Part within fourteen (14) days from the date of receiving the monthly invoice.
9. If the party of the Second Part fails to settle the monthly invoice within 30 days of the receipt of such invoice the Party of the First Part shall impose a levy of 2% for the due amount.
10. In the event of the Party of the Second Part fails to settle the monthly payments for 03 months continuously the agreement shall be terminated.
11. The Party of the Second Part is not liable to pay any other benefits to the security persons as they are not be considered as permanent or contract employees of the Party of the Second Part.
12. If more persons than the numbers referred in **Annexure "B"** is required, on the written request made by the Party of the Second Part, the Party of the First Part may provide such additional Security Personnel within a reasonable time manner. The payments for such services shall adjusted accordingly.
13. The Party of the First Part shall ensure that the security persons provided are in good standing, well -trained, disciplined and always in alert. Work harmoniously with authorized persons, and no sensitive information is divulged to the public or to the media. Dressed in their proper uniforms, carry proper identification while on duty, well in physical and mental health, in good repute and conduct and engaged on duty without delay/absenteeism.
14. In the event of a written complaint made by the Party of the Second Part on the unsuitability of Security Persons, the Party of the First Part shall remove and replace such Security Persons in a reasonable time manner.
15. In the event of any damages or losses incurred to the Party of the Second Part under this Agreement, The party of the First part shall compensate for such damages, provided that Party of the Second Part promptly notifies the party of the First Part in writing within three (3) days of the occurrence. This determination shall follow a reasonable inquiry conducted with the participation of both parties, based on the recommendations and finding of that inquiry the damages and losses shall be assessed collaboratively. However, The party of the First part has no liability if the notice is not timely. If either party cannot meet its obligations due to a Force Majeure event (such as natural disasters, government actions, or strikes),it will be excused from performance during the affected period and may terminate the Agreement without penalties upon notice.
16. The party of the First Part or its employees shall have no claims whatsoever against the Party of the Second Part in case of injury or death of the employees of the Party of the First Part other that the said claim arises due to the gross negligence of the Second Part or its agents.
17. the party of the Second part agrees not to assign or use any Security Officers provided by the Party of the First Part for any duties or work outside the scope of the duties outlined in this agreement, unless prior written consent is obtained from the Party of the First Part. The Party of the Second Part further acknowledges and agrees that it will not hold the Party of the First Part liable for any damage or claims arising from the unauthorized use of Security Officers, including but not limited to any injuries or damages to the Party of the Second Part or to the respective Security Officers, or to any third parties, if they are assigned duties without the prior written consent of the Party of the First Part.

18. During the term of this Agreement and for a period of one (01) year after the termination of employment of any security officer assigned by the Contractor to the Client 's premises or services, the Client agrees not to directly or indirectly solicit, employ, or otherwise engage the service of such security officer through any means, whether by the Client ,its employees, agents, or any third party connected to the Client. In the event of any such engagement, the Client shall be liable to pay a compensation amount as determined by the Contractor.
19. The Party of the Second Part shall maintain a register of duty attendance of the Security Personnel provided by the Party of the First Part.
20. The Party of the Second Part agrees to permit the Security Personnel the use of basic facilities and conveniences required for the discharge of the responsibilities.
21. By giving Thirty (30) days prior written notice by either party to the other of the intention to terminate the agreement and upon receipt of such notice, the Party of the First Part shall take immediate steps to bring the service to a close and withdraw the Security Personnel provided to the party of the Second Part at the end of the 30 days .The termination of this Agreement shall be without prejudice to the rights and obligations of the Parties which have accrued under the agreement and agreed to settle the due payments by the Party of the Second Part, before such termination.
22. The parties shall use their best effort to settle amicably all disputes arising out of or in connection with this agreement or the interpretation thereof.
23. In the event that an amicable settlement is not possible the matter will be settle under the existing Laws of Sri Lanka.
24. Upon a proper request by the Party of the Second Part which must be received by the Party of the First Part at least 30 days before the expiry of this agreement the Party of the First Part at its sole discretion shall renew this agreement for a further period on terms to be negotiated and agreed by both Parties.
25. Any notice or other communication required or permitted to be given pursuant to this Agreement shall be sent by Registered mail, email or by Facsimile;

In the case of the Party of the First Part to:

Signed by the Contractor (The first Part)

In the case of the Party of the Second Part to:

Director General  
Industrial Technology Institute  
No 363,  
Buddhaloka Mawatha,  
Colombo 07  
Tel: 011-2379800/011-2797300  
Fax: 011-2379832

**Annexure – “A”**

Duties to be attended by the Security Service Personnel who are assigned duties in the premises of the Industrial Technology Institute, No.363, **Bauddhaloka Mawatha, Colombo 07.**

**Main Security Services**

1. Security of the premises.
2. Security of all the assets of the particular Premises
3. Providing Security to all the staff of premises
4. Other duties specified in Standing Orders and/or Written Instructions.

**Annexure – “B”****Charges against a twelve hour shift Week Days**

Premises	RANK	NO OF SECURITY PERSONNEL		12 Hrs Rate (Without SSCL& VAT)	Total Rate Per Day (without Tax)
		Day	Night		
Colombo	OIC	02	02		
	JSO	07	07		
	LSO	03	-		
Malabe	OIC	01	01		
	JSO	04	04		
	LSO	01	-		

**Charges against a twelve hour shift - Saturday**

Premises	RANK	NO OF SECURITY PERSONNEL		12 Hrs Rate (Without SSCL& VAT)	Total Rate Per Day (without VAT)
		Day	Night		
Colombo	OIC	02	02		
	JSO	04	07		
	LSO	03			
Malabe	OIC	01	01		
	JSO	04	04		
	LSO	01			

**Charges against a twelve hour shift - Sunday**

Premises	RANK	NO OF SECURITY PERSONNEL		12 Hrs Rate (Without SSCL& VAT)	Total Rate Per Day (without VAT)
		Day	Night		
Colombo	OIC	02	02		
	JSO	06	07		
Malabe	OIC	01	01		

**IN WITNESS WHERE OF** the parties of the First and Second Parts have set their respective hands hereunto and to one other of the same tenor at Colombo on this.....day of, January in the year Two Thousand and ..... (2026).

**The Party of the First Part  
Signed by the Contractor (The other Part)**

Signature : .....

Name: .....

**NIC No:.....(Name of Contractor).....**

Signature: .....

Name:

N.I.C.No :

WITNESSES

1. Signature: ..... 2. Signature : .....

Name : .....

Name : .....

N.I.C. No : .....

N.I.C. No. : .....

Address : .....

Address : .....

**The Party of the Second Part**

The Common Seal of the **Industrial Technology Institute** was affixed hereunto in the Presence of its Director General. }

Signature : .....

Name :

N.I.C. No :

Director General

**Industrial Technology Institute**

WITNESSES

1. Signature: ..... 2. Signature : .....

Name : .....

Name : .....

N.I.C. No : .....

N.I.C. No. : .....

Address : .....

Address : .....

**Abbreviations:**

<b>OIC</b>	-	<b>Officer in Charge</b>		
			<b>Gate No 2</b>	<b>Vehicle Entrance</b>
			<b>Gate No 3</b>	<b>Main Entrance</b>
<b>JSO</b>	-	<b>Junior security Officer</b>	<b>Gate No 4</b>	<b>Closed Gate</b>
			<b>Gate No 5</b>	<b>Near Sudharshi Hall</b>
			<b>LB Area</b>	<b>Gate No 1 Library Area</b>
<b>LSO</b>	-	<b>Lady Security Officer</b>	<b>P P –Scrap Store</b>	<b>Pilot Plant , Scrap Stores</b>
			<b>ISC In</b>	<b>Information Service Center –in</b>
			<b>Peri Point</b>	<b>Boundary Wall</b>
			<b>Bridge</b>	<b>Overhead Bridge connecting</b>
				<b>To New Building</b>
			<b>Scrap Stores</b>	<b>Scrap Stores behind buildings</b>