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மத்திய சுற்றாடல் அதிகாரசபை
Central Environmental Authority

Central Environmental Authority

(Ministry of Environment)

NATIONAL COMPETITIVE BIDDING

PROCUREMENT OF SERVICES

"Supply Security Service for Head Office & Regional Offices of the CEA 2027"

Bid No – CEA/AD/PROC/RE/66/2026

The Chairman

Department Procurement Committee,

Central Environmental Authority,

No 104, Denzil Kobbekaduwa Mawatha,

Battaramulla.

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Volume I

Section I. Instructions to Bidders

Section IV Conditions of Contract

Section VII Forms of Securities

Volume I

Section I - Instructions to Bidders

Section I. Instructions to Bidders

			A. General	
1.	Scope of Bid	1.1	The Employer, as defined in the Bidding Data, invites bids for the service as described in the Section VI. The name and identification number of the Contract is provided in the Bidding Data.	
		1.2	The successful bidder will be expected to complete the Services by the Intended Completion Date provided in the Bidding Data Sheet.	
2.	Qualification Information	2.1	All bidders shall provide duly Perfected Forms of Bid furnishing information regarding qualifications, experience and preliminary descriptions on the proposed work, including method, strategies and time schedule etc.	
		2.2	If stated in the Bidding Data, all bidders shall include the following information and documents with their bids as in Section III :	
			(a)	List of Services performed for each of the last three (03) years;
			(b)	Experience in providing security services of a similar size & similar capacity in last three years, and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts; Preferably an organizations operates island wide
			(c)	Work plan and methodology;
			(f)	Any other, if listed in the Bidding Data Sheet.
3.	Cost of Bidding	3.1	The bidder shall bear all costs associated with the preparation and submission of the bid, and the Employer will in no case be responsible or liable for those costs.	
4.	Site Visits	4.1	The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.	
5.	Travelling etc.	5.1	The bidder at the bidder's own responsibility and risk, is encouraged to visit and examine the sites of required services and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the Services. The costs of travelling etc. shall be at the bidder's own expense.	
6.	Content of Bidding Documents	6.1	The set of bidding documents comprises the documents listed below: **Volume I** Section I. Instructions to Bidders Section IV Conditions of Contract Section VII Forms of Securities **Volume II** Section II Bidding Data Section III Forms of Bid and Qualification Information Section V Contract Data Section VI Employer's Requirements	

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7.	Clarification of Bidding Documents	7.1	A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid
			C. Preparation of Bid
8.	Language of The bid	8.1	The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Employer shall be in English Language.
			D. Submission of bid
9.	Documents Comprising the Bid	9.1	The bidder shall submit the bid under sealed envelope.
		9.2	That envelope shall include the originals of the following: (i) **Volume I of the Bidding Document** **(ii) Bid Security** **(iii) Bidding Data** **(iv) Duly filled Section III(b) , "Qualification and Information";** **(v) Contact Data** **(vi) Price schedule** **(vii) Other information listed in Bidding Data; and** **(viii) Any other information, bidder may wish to Include**
10.	Bid Prices	10.1	The Contract shall be for the Services, as described in the Employer's Requirements - Section VI, based on the price Schedule submitted by the Bidder.
		10.2	All duties, taxes, and other levies payable by the Service Provider under the Contract , or for any other cause, shall be included in the total Bid price submitted by the bidder. However VAT shall be included separately.
11.	Currency of Bid and Payment	11.1	The lump sum price quoted by the bidder shall be in Sri Lanka Rupees.
12.	Validity of the bid	12.1	Bid shall remain valid for the period specified in the Bidding Data Sheet.
		12.2	In exceptional circumstances, the Employer may request the bidder's to extend the period of validity for a specified additional period. The request and the bidder's responses shall be in writing. A bidder may refuse the request without extending the Bid security. A bidder agreeing to the request will not be required or permitted or otherwise to modify the Bid, but will be required to extend the validity of Bid security for the period of the extension, and in compliance with Clause 12 in all respects.
13.	Bid Security	13.1	The bidder shall furnish, as part of the bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data Sheet.
		13.2	If the Bid is not accompanied by an acceptable Bid Security as requested under sub-clause 12.1 above, the bid shall be rejected by the Employer.
		13.3	The bid security of unsuccessful bidder's will be returned within 28 days of the end of the Bid validity period specified in the Bidding Data Sheet.

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		13.4	The bid security of the successful bidder will be discharged within 14 days after the bidder has signed the Agreement and furnished the required Performance Security.
		13.5	The Bid Guarantee may be forfeited: (a) if the bidder withdraws the bid after opening of the Bid during the period of bid validity; (b) if the bidder does not accept the correction of the price of the Bid, pursuant to Clause 22; or (c) in the case of a successful bidder , if the bidder fails within the specified time limit to: (i) Sign the Contract; or (ii) Furnish the required Performance Security
14.	Format and Signing of Bid	14.1	The bidder shall prepare one original set of documents comprising the bid as described in Clause 8 of the Instructions to Bidders.
		14.2	The original of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid where entries or amendments have been made shall be initialed by the person or persons signing the document.
		14.3	The bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder in which case such corrections shall be initialed by the person or persons signing the documents.
15.	Sealing and Marking of Bids	15.1	The envelopes prepared in accordance with clause 8 shall: (a) be addressed to the Employer at the address provided in the Bidding Data; (b) bear the name and identification number of the Contract as defined in the Bidding Data; and (c) provide a warning not to open before the specified time and date for opening of the Bids as defined clause 8.1 (b)
		15.2	In addition to the identification required in Sub-Clause 14.1, the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required. If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.
16.	Deadline for Submission of Bids	16.1	Bids shall be delivered to the Employer at the specified address no late than the time and date mentioned in the Bidding Data Sheet.
		16.2	Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.
		16.3	Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties

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			previously subject to the original deadline will then be subject to the new deadline.
		16.4	Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.
17.	Late Bids	17.1	Any Bid received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the Bidder.
			E. Bid Opening and Evaluation
18.	Bid Opening	18.1	The Employer will open the envelope marked, "Envelope 1 –Qualification and Experience Information" in the presence of bidder's designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation for bids. The bidder's representatives who are present shall confirm their attendance by signing the attendance sheet.
		18.2	The bidder's names, the presence (or absence) of bid Guarantee, the presence (or absence) of the Financial Bid and any such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.
		18.3	The envelopes marked 'Envelope 2 - Financial Bid' will be opened after the completing the evaluation of envelope marked Envelope 1 – Qualification and Experience Information, in the manner described in Sub-Clause 21.2.
19.	Clarification of Bids	19.1	To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, request any bidder for clarification of their Bid including the premium price and other relevant information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 22.
20.	Examination of Bids and Determination of Responsiveness	20.1	Prior to the detailed evaluation of bids, using the information provided in Envelope 1, the Employer will determine whether each Bid (a) is accompanied by the required securities; and (b) is substantially responsive to the requirements of the bidding documents.
		20.2	If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

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		20.3	A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer's Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's () obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders () presenting substantially responsive Bids.
21	Evaluation of Qualification	21.1	The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 19. A two-stage procedure will be adopted in detailed evaluation of substantial responsive Bids. The evaluation of qualification will be completed prior to any financial bid being opened. The Employer evaluates the envelope 1 – Qualification and Experience Information on the basis of their responsiveness to the Employer's Requirements, applying the evaluation criteria, and point system specified in Sub-Clause 20.3.
		21.2	During the evaluation of Envelope 1, the Employer will determine whether the bidder's () are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document. In order to reach such a determination, the Employer will examine the information supplied by the bidders (), and other requirements in the Bidding Document, taking into account the factors and point system outlined in the Bidding Data Sheet.
		21.3	Each substantial responsive bid will be given a score as described under sub-clause 20.3. A Bid shall be rejected at this stage if it does not respond to important aspects of the Employer's Requirements or if it fails to achieve an overall minimum of 70 points together with the minimum given against each criterion.
22.	Evaluation of Financial Bids	22.1	After the evaluation of Envelope 1 is complete, the Employer shall notify those bidders () who did not meet the minimum qualifying marks or were considered non-responsive to the Employer's Requirements, indicating that their envelope marked ' Envelope 2 - Financial Bid' will be returned unopened after completing the selection process. The Employer shall simultaneously notify the bidders that have secured the minimum qualifying marks, indicating the date and time set for opening the envelope marked 'Envelope 2 -Financial Bid'. The notification may be sent by registered letter, or facsimile.
		22.2	The envelope shall be opened in the presence of the relevant competitive bidders or their authorized representatives. The names of the bidders, the prices of the bid together with any discounts offered shall be read aloud and recorded once opened.
		22.3	Before evaluating the bids, the Employer will determine whether the Bid is signed properly. If the Bid is not signed properly it will be rejected at this stage.

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		22.4	In evaluating the Financial Bid, the Employer will determine for each Bid the Evaluated Price of the Bid by adjusting the Price as follows: a) Excluding Provisional Sums and the provisions, if any; b) Correcting the arithmetical errors in-pursuant to Clause 22 c) Making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers d) Applying any discounts offered by the bidder
		22.5	The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding document shall not be taken into account in evaluation of bids.
23.	Correction of Errors	23.1	Bids determined to be substantially responsive will be checked by the Employer for any arithmetical errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
		23.2	The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Guarantee may be forfeited in accordance with Sub Clause 12.5.
			F. Award of Contract
24.	Award Criteria	24.1	Subject to Clause 24, the Employer will award the Contract to the bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid.
25.	Employer's Right to Accept any Bid and to Reject any or all Bids	25.1	Notwithstanding Clause 23, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder()or bidders (s) or any obligation to inform the affected bidder or bidders of the grounds for the Employer's action.
26.	Notification of Award and Signing of Agreement	26.1	The bidder who's Bid has been accepted will be notified in writing, of the award by the Employer prior to expiration of the validity period of the Bid. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the Contractor (hereinafter and in the Contract called the "Contract Price").
		26.2	The notification of award will constitute the formation of the Contract.

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		26.3	The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful bidder.
27.	Performance Security	27.1	If requested in the Bidding Data, within 14 days after receipt of the Letter of Acceptance, the successful bidder () shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.
28.	Advance Payment and Security	28.1	No Advance payment

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Volume I

Section IV - Conditions of Contract

Section IV - Conditions of Contract

1. General Provisions			
1.1	Definitions	Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:	
		a.	"Completion Date" means the date of completion of the Services by the Service Provider as certified by the Employer
		b.	"Contract" means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
		c.	"Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
		d.	"Employer" means the party who employs the Service Provider
		e.	"Party" means the Employer or the Service Provider, as the case may be, and "Parties" means both of them;
		f.	"Personnel" means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;
		g.	"Service Provider" is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
		h.	"Service Provider's Bid" means the completed bidding document submitted by the Service Provider to the Employer
		i.	"Employer's Requirements" means the Employer's Requirements of the service included in the bidding document submitted by the Service Provider to the Employer
		j.	"Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Employer's Requirements and Schedule of Activities included in the Service Provider's Bid.
1.2	Applicable Law	The Contract shall be interpreted in accordance with the laws of the Socialist Democratic of Sri Lanka.	
1.3	Language	This Contract has been executed in English Language	
1.4	Notices	Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, to such Party at the address specified in the Contract Data.	
1.5	Location	The Services shall be performed at such locations as are specified in Appendix A, in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.	
1.6	Authorized Representatives	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.	

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2. Commencement, Completion, Modification, and Termination of Contract		
2.1	Effectiveness of Contract	This Contract shall come into effect on the date the Contract is signed by either parties or such other later date as may be stated in the Contract Data.
2.2	Starting Date	The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the Contract Data.
2.3	Intended Completion Date	Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
2.5	Force Majeure	
	2.5.1 Definition	For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
	2.5.2No Breach of Contract	The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
	2.5.3Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
	2.5.4 Payments	During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.
2.6	Termination	

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	2.6.1 By the Employer	The Employer may terminate this Contract, by not less than fourteen (14) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and twenty eight (28) days' in the case of the event referred to in (f): a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing; b) if the Service Provider become insolvent or bankrupt; c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9; e) if the performance of service is not up to the standard during the period of operation; f) if the Employer, in its sole discretion, decides to terminate this contract.
	2.6.2 By the Service Provider	The Service Provider may terminate this Contract giving a written notice to the employer within not less than 30 days. Such a notice should be given, if the service providers is unable to perform the service for a period of not less than sixty (60) days as the result of Force Majeure.
	2.6.3Payment upon termination	(a) Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination; (b) except in the case of termination pursuant to paragraphs (a), (b), (d), (e) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
		3. Obligations of the Service Provider
3.1	General	The Service Providers shall perform the Services in accordance with the Employer's Requirements and the Activity Schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.
3.3	Confidentiality	The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

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3.5	Service Providers' Actions Requiring Employer's Prior Approval	The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions: (a) entering into a subcontract for the performance of any part of the Services, (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"), (c) changing the Program of activities; and (d) any other action that may be specified in the Contract Data.
3.6	Reporting Obligations	The Service Providers shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.
3.7	Documents Prepared by the Service Providers to Be the Property of the Employer	All Employer's Requirements, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.
3.8	Liquidated Damages	
	3.8.1 Payments of Liquidated Damages	The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.
	3.8.2 Correction for Over-payment	If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5.
3.9	Performance Security	The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.
	4. Service Provider's Personnel	
4.1	Description of Personnel	The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.

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4.2	Removal and/or Replacement of Personnel	(a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as are placement a person of equivalent or better qualifications. (b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer. (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.
		5. Obligations of the Employer
5.1	Assistance and Exemptions	The Employer shall use its best efforts to ensure the service provide all possible assistance.
5.2	Change in the Applicable Law	If there is any change of applicable law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider after signing of the contract, shall be increased or decreased accordingly by agreement between the Parties.
5.3	Services and Facilities	The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.
	6. Payments to the Service Provider	
6.1	Lump-Sum Payment	The Service Provider's payment shall not exceed the Contract Price and shall be a fixed lump-sum. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments.
6.2	Contract Price	The Contract Price is set forth in the Contract Data.
6.3	Terms and Conditions of Payment	Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. Unless otherwise stated in, the Contract Data, first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the Contract Data. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.
6.4	Interest on Delayed Payments	If the Employer has delayed payments beyond fourteen (14) days after the due date stated in the Contract Data, interest shall be paid to the Service Provider for each day of delay at the rate stated in the Contract Data.

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7	Quality Control	
7.1	Identifying Defects	The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.
7.2	Correction of Defects, and Lack of Performance Penalty	(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected. (b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice. (c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8.
8	Settlement of Disputes	
8.1	Amicable Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
8.2	Dispute Settlement	
	8.2.1	Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was no settled amicably in as with sub clause 8.2.1above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.
	8.2.2 8.2.3	The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3. The Party desiring arbitration shall nominate three arbitrators out of Which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.

Volume I

Section VII- Forms of Securities

Section VII- Forms of Securities

Performance Security

[Note: the purchaser is required to fill the information marked as "*" and delete this note prior to selling of the bidding document]

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

---------- [Issuing Agency's Name, and Address of Issuing Branch or Office] ----------

*** Beneficiary**: Chairman , Central Environmental Authority,No.104,Denzil Kobbekaduwa Mawatha, Battaramulla.

Date:----------

Performance Security No .: ----------

We have been informed that ---------- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ---------- [Reference number of the contract]dated---------- with you, for the ---------- Supply of ---------- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ---------- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- [amount in figures] (----------) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the …. day of ……, 20.. [Insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

_____

[signature(s)]

SAMPLE

Bid Security

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

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

Beneficiary:, Chairman, Central Environmental Authority,104,Denzil Kobbekaduwa Mawatha, Battaramulla

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

Bid Security No.: **CEA/AD/Proc/RE/66/2026** [*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 supply of ---------- [*insert name of Supplier*] 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"); or

(c) Having been notified of the acceptance of its Bid by the 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*)]

SAMPLE

Volume II

Section II	*Bidding Data Sheet*
Section III	*(A) & (B) Forms of Bid and Qualification Information*
Section V	*Contract Data*
Section VI	*Employer's Requirements*

Section II Bidding Data Sheet

TTB Clause Reference NO	Details
1.1	The Employer is: **Central Environmental Authority** Address **: "Parisara Piyasa", No.104, ,Denzil Kobbekkaduwa Mawatha, Baththaramulla** Name of the Contract :**Supply Security Service for Head Office & Regional Offices of the CEA 2027** Name of the Contract Number : **CEA/AD/Proc/RE/66/2026**
1.2	The intended service period is initially for One (01) year.
2.2	The information required from service providers is: I. List as per Clause, 2.2 (b) and 2.2 (c) as relevant II. List any additions to the list in sub-clause 2.2, 2.2 (a); otherwise list "none" III. Copy of Business Registration IV. Bidder must be registered member of the Ministry of Defenses Private Security Agency. Bidder must be attached copy of certificate of registration & annual license for that service. *V.* Last three years' similar type of Service experience – Fill in *Schedule A (Service recommendation certificates with reference to schedule (A)* *VI.* Audited Financial Accounts for last three year VII. Details of Annual Average Turnover for last three year VIII. Copy of VAT registration form IX. Certified copies of EPF and ETF Forms
7.1	***Pre-Bid Meeting will be held on 16.11.2026 at 10.00 am at the 1st floor Conference room, CEA*** Clarification of Bidding Documents: Designation : Director (Administration), Address: Central Environmental Authority, "Parisara Piyasa", No.104, , Denzil Kobbekkaduwa Mawatha, Battaramulla. Telephone Number : 0112872278, 0112873447

SAMPLE

9.1	Original and Copy of the bid must be compromised in one envelope. Marked each envelop as " Original " and "Copy". Original and copy of envelopes put in to one envelop and for identification stated Top Left Hand Corner of the following details (inner and outer envelopes): **Contract Name: Supply Security Service for Head Office & Regional Offices of the CEA 2027** **Bid/ Contract Number**: **CEA/AD/Proc/RE/66/2026** The address for submission of Bids is: Director (Administration), Central Environmental Authority, No 104, "Parisara Piyasa" Denzil Kobbekaduwa Mawatha, Battaramulla
10	Bid Price: Quoted price should be as per 10.1, and 10.2
11.1	Currency of Bid & Payments: Sri Lanka Rupees
12.1	The period of Bid validity: 90 days from the bid closing date
13	Bid Security: Rs.500,000.00 Bid shall submit Bid Security (An unconditional on demand bank guarantee issued by a commercial bank approved by the Central Bank of Sri Lanka) included in Section VII Bidding Forms or may be paid via the GovPay facility, or paid in cash to the Shroff of the Central Environmental Authority, or deposited directly into Account No. 2937303 at the Bank of Ceylon, Pelawatta Branch, valid until 120 days from the bid closing date.
15.1	Only printed bid documents collected from the employer with nonrefundable fee of LKR 12,500.00 should be submitted to the address given below. Director (Administration), Central Environmental Authority, No 104, "Parisara Piyasa" Denzil Kobbekaduwa Mawatha, Battaramulla. For identification of the Bid the envelopes should indicate: **Contract Name:** Supply Security Service for Head Office & Regional Offices of the CEA 2026/2027 **Contact Number:** CEA/AD/Proc/RE/66/2026
16	Dead line for submission of Bids to the address given at 15.1 is Date: **26.11.2026** Time : before 2.00 p.m
18	Bid Opening below address given at 15.1 Date **26.11.2026** Time : 2.00 p.m Original marked envelope will be opened at the Conference Room with participation of bidder or authorized representatives of bidder.
21	In evaluation process , qualified bidders must be obtain marks according to following

SAMPLE

	mentioned criteria's: - Bidders Previous Working experience - Recommendation from previous employees' - Bidder's quoted price for According to price schedule Bidders must quoted **minimum daily average labor cost, minimum daily average labor cost will be evaluated according to the** national minimum wage of workers (amendment) act 11th 2025 and No 2486/09 dated 28th April 2026 Government Gazette and the overtime and holiday pay according to the above act and the gazette and with the EPF & ETF.
22	Two envelope method isn't applicable.
27	A Performance Security, which is 5% of the annual total contract price (without VAT) shall be submitted with on 14 days accepted after receipt of the Letter of Acceptance (As per Section VII Forms of Securities). The type of acceptable Performance Securities is: **A bank guarantee**, **issued by a commercial bank registered in Central Bank in Sri Lanka in flavor of Chairman, Central Environmental Authority, or may be paid via the GovPay facility, or paid in cash to the Shroff of the Central Environmental Authority, or deposited directly into Account No. 2937303 at the Bank of Ceylon, Pelawatta Branch,** valid until a date with 28 days from the Completion Date of the Contract.

SAMPLE

Volume II

Section III (A)–Forms of Bid

Section III (A) Forms of Bid

Form of Bid

[date]

To: [name and address of Employer]

Having examined the bidding documents, we offer to provide the Services Contract Name: **Supply Security Service for Head Office & Regional Offices of the CEA 2027 &** Contract No: **CEA/AD/Proc/RE/66/2026** in accordance with the Conditions of Contract, Employer's Requirements, drawings and activity schedule accompanying this Bid for the Contract Price of

[amount in numbers] : ……

[amount in words]

……

……..

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

SAMPLE

Letter of Acceptance

[Letterhead paper of the Employer]

Notes on Standard Form of Letter of Acceptance

The Letter of Acceptance will be the basis for formation of the Contract as described in Clauses 25 of the Instructions to Bidders. This Standard Form of Letter of Acceptance should be filled in and sent to the ***successful Bidder only after evaluation*** *of bids has been completed.*

[Date]

To: [name and address of the Service provider]

This is to notify you that your Bid dated [date] for providing services [name of the Contract and identification number] for the Contract Price of [amount in numbers and words], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

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

Authorized Signature:
……

Name and Title of Signatory:
…….

Name of Agency: …….

SAMPLE

Form of Contract

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

WHEREAS

(a) the Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the "Services");

(b) the Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of……;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

(a) The Conditions of Contract;
(b) The Contract Data;
(c) The Form of Bid
(d) The Priced Activity Schedule
(e) The Employer's Requirements

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular: (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

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

For and on behalf of [name of Employer]

…….

[Authorized Representative]

For and on behalf of [name of Service Provider]

……

SAMPLE

Non-collusion Affidavit (Template)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;

That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and

That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me on this …. day of … at …

BEFORE ME,
…….
JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

SAMPLE

Volume II

Section III(B)–Qualification Information

Section III (B) Qualification Information

General

To determine the technical qualifications and capabilities of the Bidder's bids for this service which will be considered by the CEA along with the price of the bid a qualification questionnaire must be completed by the Bidder.

1. List as per Clause, 2.2 (b) and 2.2 (c) as relevant
2. List any additions to the list in sub-clause 2.2, 2.2 (a); otherwise list "none"
3. Copy of Business Registration
4. Bidder must be registered member of the Ministry of Defenses Private Security Agency. Bidder must be attached copy of certificate of registration & annual license for that service.
5. Last three years' similar type of Service experience – Fill in *Schedule A (Service recommendation certificates with reference to schedule (A)*
6. Audited Financial Accounts for last three year
7. Details of Annual Average Turnover for last three year
8. Copy of VAT registration form
9. Certified copies of EPF and ETF Forms
10. No of current employees

SAMPLE

Volume II

Section V – Contract Data

Section V Contract Data

1.1(e) The contract name is: **Supply Security Service for Head Office & Regional Offices of the CEA 2027**

Contract No: **CEA/AD/PROC/RE/66/2026**

1.1(h) The Employer is: Central Environmental Authority

1.1(m) The Member in Charge is: Director (Administration)

1.1(p) The Service Provider:

1.4 The addresses are:

Employer:

Attention:

Director (Administration),
Central Environmental Authority,
No 104,
"ParisaraPiyasa"
Denzil Kobbekaduwa Mawatha,
Battaramulla.
Tele : 0112872278, 0112873447

Service Provider:

Attention:

Telex:

Facsimile:

E-mail address

1.6 The Authorized Representatives are:

For the Employer: Director (Administration)

For the Service Provider…

2.1 The date on which this contract shall come into effect will be the date of issue of the Letter of Acceptance.

2.2.1 The Starting Date for commencement of Services: 01.01.2026

2.3 The intended Completion Date will be for 1 years from the date of commencement of the Contract.

3.5 Not allowed to enter in to sub contract.

SAMPLE

6.2 (a) The Contract amount is:

6.4 Payments shall be made to the service provider as follows:

1. **No advance payment will be made** to the service provider under this contract.

   Therefore, ITB clause No. 28.1 is applicable for this contract.

8.1 Any disagreements / dispute shall be brought to the notice of the Director General, CEA in writing within seven days of the disagreement / dispute. The Director General, CEA and the contractor shall make every effort to resolve any disagreement / dispute in connection with the contract amicably by direct negotiation between the parties.

SAMPLE

Volume II

Section VI - Employer's Requirements

6. Introduction

The Central Environmental Authority (CEA) has 21 regional offices, 4 Nature Field Centers, Dompe Green Sanitary Land site, 02 Air Quantity Monitoring Units, 02 Circuit Bungalows and Head office is located at the Battaramulla.

Scope of the work

Service provider must be facilitated with security service to achieve tasks of secured environment for the CEA head office, mentioned regional office and Nature Field Centers, Air Quality Monitoring Units, Circuit Bungalows, Dompe Sanitary Filling Station listed below.

6.2 Terms& conditions

6.2.1 SECUTIRY SERVICE TASKS

CLAUSE 1 – EMPLOYER REQUIRMENT

1.1 The Service provider shall supply Security services for Head office, regional offices and Soba Ketha centers (Nature Field Centers), Air Quality Monitoring Stations, Circuit Bungalows and Dompe Green Park Sanitary Landfill of the Central Environmental Authority. Details of extract locations and employer Staff. Requirement list as below

No	Name of the office / Nature Field Center	Office Address	Employer Staff Requiremer		
			Day Shift	Night Shift	Total number
1.	Head office	"Parisara Piyasa", No. 104, Denzil Kobbekaduwa Mawatha, Battaramulla	07	04	11
Regional Offices					
2.	Kaluthara District Office	7,A,Asiri,Mawatha, Nagodakalutara	01	01	02
3.	Gampaha District Office	No 184/4, Kandy Rd, Yakkala	01	01	02
4.	Southern Provincial Office	Habaraduwa,Koggala	01	01	02
5.	Matra District Office	No.64/1, Francis Mawatha, Sore Street,Hakmana Road,Matara	01	01	02
6.	Hambanthota District Office	279/A,Thissapara, Thangalla	01	01	02
7.	Rathnapura Provincial Office	582 New Town Rathnapura	01	01	02
8.	Kegalla District Office	No7/4,Albart SenawirathnaMawatha, Kegalla	01	01	02
9.	North Western provincial office	No 162 ,Negambo Rd Kurunegala	01	01	02
10.	Puttalama District Office	No 155 A,Colombo Rd Puttalama	01	01	02

SAMPLE

11.	Central Provincial Office	Polgolla dam, Polgolla	01	01	02
12.	Nuwaraeliya District Office	No 4 Wajira Mawatha HawaEliya,Nuwaraeliya,	01	01	02
13.	Matale District Office	No 14 Meewathhakubura Road,Matale	01	01	02
14.	Uva Provincial Office	No,179,Keppetipola Rd,,Badulla	01	01	02
15.	Monaragala District Office	28, Tissa Road Monaragala	01	01	02
16.	Eastern Provincial Office	Priyantha Mawatha, Kantale	01	01	02
17.	Ampara District Office	1 Lane Ampara ,	01	01	02
18.	Batticalo District Office	No 420,Trincomalee Road Batticalo	01	01	02
19.	North Central Provincial Office	No388, Harischandra Mawatha, Anuradapura	01	01	02
20.	Kilinochchi Provincial Office	No 29, Udayanagar, Kanakapuram Rd , Kilinochchi	01	01	02
21.	Mulathiw District Office	Muslim Viddhala Rd Mulatiwe	01	01	02
22.	Vauniya District Office	No 379,Horowpathana Rd Rambaikulam, Vauniya	01	01	02
Nature Field Centers					
23.	Nature Field - Kundasale	Warapitiya ,Kundasale	01	01	02
24.	Nature Field - Attidiya	No 66, Elawella Rd Attidiya	01	01	02
25.	Nature Field - Rumassala	Rumassala ,Galle	01	01	02
26.	Nature Field - Randeniya	Gresleen States,Hiriwadunna,Randeniya	01	01	02
Air Quality Monitoring Units					
27.	Air Quality Monitoring Unit - Kandy	Jorda Silva Garden City, Kandy	01	01	02
Circuit Bungalows					
28.	Pandulalagama Nila Niwasaya	Pandaulagama, Anuradapuraya	01	01	02
29.	Weerawila Banglow	New Town Weerawila	01	01	02
Dompe Sanitary Filling Station					
30.	Dompe Sanitary Filling Station	Maligawatta Rd ,kiridiwela	01	01	02
31.	Pethiyakanda Compost Center	Pethiyakanda, Attanagalla	01	01	02
			37	**34**	**71**

DRAFT

CLAUSE 2 – TASKS OF SECURITY SERVICE

Secured CEA Head office, mentioned regional offices &Nature Field Centers.

Services means the furnishing of all officers, material, equipment and other incidental necessary for the successful completion of the contractor to the satisfaction of the Authority

2.1 Secured of office building and office premises

- Protection of all assets, equipment, machines, buildings, plants in the office premises and nature field centers.
- Service provider shall supply service for the office, premises and nature field centers 24 hours a day, 7 days a week, including holidays 365 days in the Year. Also service may supply to main gate and other remote gatesin the premises 24 hours a day.
- Monitor and control personnel access at the Main Gate and other remote gates, to ensure compliance with employer's requirement.
- Ensure that all personnel entering to office premises have the relevant identification which will be indicated by their gate pass and entry register.
- The Main Gate entrance will also have a Visitors Log which will be administered by the employer.
- Regular patrols shell be conduct of the office premises to ensure premises and office building secured and safe. This includes checks of gate locks and fence integrity checks and given instructions by the employer. The frequency of these patrols within shifts will be arrange after discuss with the employer.
- Monitor movements of the employer owned and hired vehicles and record present status of the running charts of haired vehicles.
- Inspection of vehicles when informed by the authority. Ensure that no materials or equipment are removed from the office without the authorized approval from the employer. Security officers may check tally with information of gate pass.
- As per the instruction given by the employer check bags of staff in entering gate. Security staff have responsibility to ensure that no materials or equipment are removed from site without the proper approval of the employer.
- Reporting of any unauthorized entries to the office and / or police depending on the situation.
- Responding to external phone calls (redirecting calls or taking messages) or any visitors to office who present at the Security office. In the event of an unexpected visitor or delivery, work in conjunction with the employer and contact the authority of the employer.
- Responding to any onsite emergency including by calling 119 (where required).
- Daily shift report to be generated and distributed.

SAMPLE

- In the event of a fire drill or fire emergency, assist with the controlled personnel evacuation procedure.
- Participate in site security or safety meetings on a required basis.
- Maintain separate registers listed below and as per the requested by the employer.
- Other security duties as required and directed by the employer.

CLAUSE 3 EXECUTATION OF WORK

3.1 Service Provider shall be maintain below mentioned registers with daily updates.

A. Maintain a separate Vehicle Register in/out vehicles with time, vehicle number and record of the running charts
B. Maintain a separate visitors Register (Visitors Log) for visitors with Name, time, National Identity Card Number and contract Details
C. Maintain a separate officers Register for officers with Name, unit time and Signature
D. Maintain a separate register for handing over and taking over keys of divisions, units &others.
E. Maintain separate register for vehicle meter of hiring vehicle when vehicle is exit from the out gate.

CLAUSE 5–OPERATIONAL HOURS

5.1 Security service shall be provided 24 hours of the day in 7 days of the week. Shifts must be changed every 07.00 a.m. and 07.00 p.m.

CLAUSE 6 EQUIPMENT

6.1 Contractor shall provide all equipment including torch, Hand Held Metal Detector, Torch, Flashlight, Checking mirror and other relevant equipment to require to perform this service

SAMPLE

CLAUSE 7– STAFF REQUIRMENT

No	Name of the office / Nature Field Center	Employer Requirement		
		Officer In charge (OIC)	**Security Officer – Male**	**Security Officer – Female**
01.	Head office	02	07	02
02	Kaluthara District Office		02	
03	Gampaha District Office		02	
04	Southern Provincial Office		02	
05	Matara District Office		02	
06	Hambanthota District Office		02	
07	Rathnapura District Office		02	
08	Kegalla District Office		02	
09	North Western Provincial office		02	
10	Puttalama District Office		02	
11	Central Provincial Office ,		02	
12	Nuwaraeliya District Office		02	
13	Matale District Office		02	
14	Uva Provincial Office,		02	
15	Monaragala District Office		02	
16	Eastern Provincial Office,		02	
17	Ampara District Office		02	
18	Batticalo District Office,		02	
19	North Central Provincial Office		02	
20	Kilinochchi Provincial Office		02	
21	Mulathiw District Office		02	
22	Vauniya District Office		02	
23	Nature Field - Kundasale		02	
24	Nature Field - Attidiya		02	
25	Nature Field - Rumassala		02	
26	Nature Field - Randeniya		02	
27	Air quality monitoring unit Kandy		02	
28	Pandulalagama NilaNiwasaya,		02	
29	WeerawilaBanglow		02	
30	Dompe Sanitary Filling Station		02	
31	Pethiyakanda Compost Center		02	
Total		**02**	**67**	**02**

7.1 service provider shall supply 02 male OICs for day and night shifts each according to above shown chart. If there is any change of above requirement, employer must inform to service provider prior to one month time period.

7.2 officers cannot work more than 24 hours continuously. If there is any evidence found officer working more than 24 hours, extra working time of invoice price per day will be deducted and will be considered as absent.

SAMPLE

CLAUSE 8– COMPTENCY OF STAFF

- Security officers must be in good health and capability to write and read Sinhala or English.
- Security officers must be below 65 years old and OICs also must be below 65 years old.
- Staff members should have pervious experiences in Security officers works.

CLAUSE 9– UNIFORM OF STAFF

- Security officers must wear their unique uniform to identify them quickly. Service provider must be obtain prior approval for uniforms. OIC shall be wear black and white uniform.
- Every person has a responsibility to ware uniform and maintain its cleanness.
- Every person shall be ware suitable shoes with uniform.
- If any Security officers supervisors isn't wear their respective uniform, Rs.125 deducted from that daily payment from staff member.
- The service provider must be bare total cost for uniform of the staff. The employer isn't give any allowances for uniform.

CLAUSE 10 – BEHAVIOUR OF STAFF

- Every security member must be well disciplinary, well behave. They should not disturb any office activity or work.

CLAUSE 11 – WAGES OF STAFF

- All payments must be followed national minimum wage of workers (amendment) act 11th 2025,No 2486/09 dated 28th April 2026 Government Gazette, Wages Board Decision and EPF & ETF Act.
- Service provider must be paid EPF/ETF separately to that respective funds as per the mentioned in bidding documents.
- Bidder must be quoted price separately EPF/ETF of the staff. The employer's paid EPF & ETF reports should be submitted if the employer demands.

CLAUSE 12 – DETAILS OF THE SATFF

- If the bidder selected as sustainably responsive bidder, the bidder must provide name list of staff and details of the staff including copies of National Identity card.
- If any staff member is changed, the service provider must be submit written letter addressing the employer Certified copies of National Identity card.

CLAUSE 13 – PAYMENT TERMS

- The billing period shall be calendar month beginning on the first day of the month. The sum of the monthly bill must be equivalent to one twelfth (1/12) of the annual contract sum. Upon receipt of the contractor's monthly bill, the Authority shall make the payment to the contractor after making any additions / deductions.
- The Employer paid monthly payment according to bidders quoted price.

SAMPLE

- Format of the Attendance sheets must be printed by the Service provider. Payments of the Security service will be based on authorized signatures and seal for day & night shifts. Supplier must submit all original attendance sheets including district/province offices along with the monthly invoice. CEA will check it with the digital copy received by them directly from the regional offices for any alternations. Unauthorized alternations will leads to termination of the contract.
- After completed one month time period, comprehensive set of documents including attendance sheet must be submit along with monthly bills to the to the CEA on or before 10th of every month to the CEA. Late invoices would be consider for following month.

CLAUSE 14- DEDUCTION OF PAYEMNT

- Contractor must be supply staff according to bidding document. If the contractor is not supply staff according to mentioned personal in the quoted price for that staff members are deducted.

CLAUSE 15 - ARBITRATION

- Any disagreements / dispute shall be brought to the notice of the Director General, CEA in writing within seven days of the disagreement / dispute.
- The Director General, CEA and the contractor shall make every effort to resolve any disagreement / dispute in connection with the contract amicably by direct negotiation between the parties.
- Any dispute that is not resolved under 8.2 above may be submitted by either party to arbitration for final settlement under the arbitration act No. 11 of 1995 as amended.

6.2.3. Conditions

- At all times the contractor shall obey and confirm to all the rules, regulations and directions which is given by the employer given by the management and administration of the CEA.
- The Contractor should be provide the same services to newly acquire or newly constructed areas under the purview of the Central Environmental Authority. In such case, same payment rates are applicable.
- The employee will be carried out randomly inspections to ensure safe & security of office building &premises as employer requirement .
- The employer isn't paid for any allowances for the Janitorial staff including ETF/EPF, etc.

SAMPLE

6.2.4. Termination

- Violation of above conditions and violation of the service agreement (which will be entered after the awarding) may cause the termination of the contract. During the time of the service, employer may terminate the contract in one month notice.
- Such violations will be informed in written format by the employer and immediate actions must be taken to overcome the issues. Continuous written complains may cause the contract termination.
- Continuous 03 written notifications addressed to service provider sent by either in registered post or letter in electronic from (E mail, Whatsapp) may cause a termination of the contract in one month notice. Further, this may cause the negative effect on future tender evaluations.
-

……...……. ……..…….. ……

Company Name **Signature** **Date**

SAMPLE

Section VII

Price Schedule

Supply Security Services of the Head Office & Regional Office 2027

A. Personal Cost - Bidder must be quoted price according to below required details.

Bidders must quoted price for Security staff including all allowances/cost, etc. Such as including ETF/EPF, Welfare & uniform cost..

Post	**Per Day Basic Salary**	**Per Day any Additions Meals/Uniform/Traveling Etc:**	**Per Day administration cost**	**EPF contribution Cost**	**ETF contribution Cost**	**Total**
OIC						
Security Officer Male						
Security Officer Female						

Details of Wages	**No of Workers Requirement A**	**Per person minimum daily average labor cost Per shift (Rs.) B**	**Rate Per day for total Workers (Rs.) C (C=A*B)**	**Annual Rate for total Workers (Rs.) D (D=C*365)**
Officer In Charge (OIC)	02			
Security Officer - Male	67			
Security Officer Female	02			
Total	71			

- **Total Annual rate must be calculated as per days 365**
- **minimum daily average labor cost means the wage evaluated according to the** national minimum wage of workers (amendment) act 11th 2025,No 2486/09 dated 28th April 2026 Government Gazette and the overtime and holiday pay according to the above act and the gazette and with the EPF & ETF

SAMPLE

B. Personal Cost geographical location wise

If rates are differ based on geographical locations, please mention the rates specifically in below chart;

No	Name of the office / Nature Field Center	Personal Cost – Location wise charge per day		
		Officer In charge (OIC)	Security Officer – Male	Security Officer – Female
01.	Head office			
02	Kaluthara District Office			
03	Gampaha District Office			
04	Dompe Sanitary Filling Station			
05	Southern Provincial Office			
06	Rumassala Sobaketha			
07	Kegalla District Office			
08	Randeniya Sobaketha			
09	North Western provincial office			
10	Puttalama District Office			
11	MataraDistrict Office			
12	Hambanthota District Office			
13	WeerawilaBanglow			
14	Central Provincial Office,			
15	Matale District Office			
16	Kundasale Sobaketha			
17	Air quality monitoring unit Kandy			
18	Nuwaraeliya District Office			
19	Monaragala District Office			
20	Uva District Office,			
21	Eastern District Office,			
22	Ampara District Office			
23	Batticalo District Office,			
24	North Central Provincial Office			
25	Pandulalagama Nila Niwasaya,			
26	Kilinochchi District Office			
27	Mulathiw District Office			

SAMPLE

28	Vauniya District Office			
29	Rathnapura District Office			
30	Attidiya Sobaketa			
31	Pethiyakanda compost center			
Total				

SAMPLE

C. Price quoted for Annual.

No	Details of Wages	Rate Per Day for total workers (Rs.)	Rate Per month total workers (Rs.)	Total Annual Price Excluding VAT (for Package)	Discount (if any)	Discounted Total Price (if any) Excluding VAT	VAT 18%	Total Annual Price including VAT (Within Package)
1.	Personal Cost for Security Staff							
2.	Administrative Expense							
Total								

……. ……... …….. …….

Company Name **Signature** **Seal** **Date**

SAMPLE

Schedule A

- ***Schedule A –Experience in Similar Assignments last five years - Copies of previous certificates must be attached with REFERENCE Number.***

Reference Number	Time Period	Name of the Employer	Number of officers allocated	Address	Contract Amount (Rs)	Contact details of Authorized Officer	
						Name of the officer	Contact Number

SAMPLE