



Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee Upper Tank Farm Project for a period of two years

B/24/2026

CEYLON PETROLEUM CORPORATION

BIDDING DOCUMENT

2026

Tender Notice
Ceylon Petroleum Corporation

Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee Upper Tank Farm Project for a period of two years (01.07.2026 – 30.06.2028)

B/24/2026

The Chairman, Departmental Procurement Committee (DPC) of Ceylon Petroleum Corporation invites sealed bids from eligible reputed security firms, registered under the Ministry of Defense (MOD) for the Contract “**Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee Upper Tank Farm Project for a period of two years (01.07.2026 – 30.06.2028)**”.

Interested parties may refer the bidding document (only for viewing purpose) and obtain necessary information through the website www.ceypetco.gov.lk and the original Bidding Document could be obtained from the undersigned on submission of a written request (the request letter shall be signed and issued by an authorized person), during working days from 0900 hrs. to 1500 hrs. from 09.04.2026 till 30.04.2026 upon payment of a non-refundable Bidding Document fee of Sri Lankan Rupees Seven Thousand Five Hundred (Rs. 7,500.00) only.

Duly filled bidding documents may be sent by post/courier under registered cover or sealed cover to reach the below address or could be deposited in the tender box kept at the office of Manager (Procurement & Stores) on or before **1400 hrs. on 04.05.2026**.

A pre bid meeting along with the site visit will be held with the prospective parties or their authorized representative/s to clarify any matters relating to the bidding document at 1000 hrs. on 21.04.2026 at the office of Manager Security, Head Office, Ceylon Petroleum Corporation.

Bids will be closed at 1400 hrs. 04.05.2026 and will be opened immediately thereafter at the office of Manager (Procurement & Stores). Only one authorized member of respective bidder is allowed to participate /witness at the bid opening.

All Bids shall be accompanied with a bid security, amounts to Rs. 320,000.00 and valid up to **30.08.2026**.

Interested parties who wishes to submit a bid, shall register himself at the Department of Registrar of Companies www.drc.gov.lk (e-ROC) as per the Public Contracts Act, No. 03 of 1987 for every public contract value exceeding Sri Lankan Rupees Five million (LKR 5,000,000.00).

Further details and clarifications (if any) shall be sought from the Manager (Security), Tel: 011-7296322/011-7296474, E-mail: security@ceypetco.gov.lk

Departmental Procurement Committee,
Ceylon Petroleum Corporation,
Procurement & Stores Function,
1st Floor, No. 609,
Dr. Danister De Silva Mawatha,
Colombo 09.
Sri Lanka.
Tele : 011-7296333
E-mail : procuregeneral@ceypetco.gov.lk

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01. INSTRUCTIONS TO BIDDERS (ITB)

1.1 Introduction:

Ceylon Petroleum Corporation (CPC) invites sealed bids from reputed security firms registered under the Ministry of Defense (MOD) for the “Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.07.2026-30.06.2028)” as specified in the bidding document. The security service provider/s are required to provide 24 hours security services (with armed) for CPC to conforming to the Terms & Conditions given under this bidding document. Should be possible to extend the security service for further period, subject to satisfactory of the service to CPC.

Eligible bidders may bid to meet the criteria set out in the bidding document.

New inclusions & deletion may be considered on Pro-Rata basis at the quoted price of OIC & SO.

The scope of service is defined in general and shall include the Scope of Service, but not limited to the same. The bidder shall also carry out all the related work that are not listed in this document, but required for completion of the entire security services as specified in this document.

Bidders shall acquaint themselves fully with the nature of the services envisaged in terms of this bidding document before they participate in the bidding. Bidders shall also read and understand fully the various conditions embodied in this bidding document before submitting their bid. No plea or lack of information or insufficient information shall be entertained at any time after the bid is accepted.

Bidders shall bear all costs associated with the preparation and submission of its bid and the DPC shall not be responsible or liable for those costs.

Bidders are required to bid for the services in the “Schedule of Prices” determined as per the scope of work and conditions of the contract. Those rates/ prices shall remain fixed, for the entire contract period of Seven months, for which provision has been given for adjustments as per the conditions of the contract.

Bidders shall also fill the “Form of Bid” given in Annexure “A” and submit with the bid.

The bidders are required to submit completely furnished documents, duly signed by an authorized person.

Any additional services provided by the bidder not covered in this ITB shall be stated clearly for the consideration of the DPC (Major).

1.2 Eligibility of the bidder

In order to be considered as eligible for contract award.

1.2.1 The bidder shall have valid Defense Ministry Registration and bearing a valid Annual License for the provision of Security Service.

1.2.2. Be an established Security Service Company in active operations within Sri Lanka for at least last five years (i.e. from 2021 to 2025) and establishment having a solid track record with appropriate staff minimum capacity of Security personal as follows.

- a) for separate organizations (public or large scale private) which are not within the bidder’s group of company.

- b) minimum 02 similar contracts successfully completed within last five years (2021 to 2025) where contract value greater than Rs. 30 million for the contract.
- c) Annual turnover of the bidder should be at least Rs. 100 million per annum during last two (02) years.
- d) Working capital requirement of Rs. 10 Million.
- e) Existing capacity should be minimum 100 security personnel within last 2 years
- f) All should be ex-sevicemen of Tri Forces and Police (Retired or legally resigned) with minimum twelve (12) years of service.

1.2.3 The successful bidder shall not have been blacklisted or suspended at the time of awarding of contract.

1.3 Basis of Bid

1.3.1 Bids are to be forwarded for **“Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.05.2026-30.04.2028)”**.

1.3.2 Additional services provided by the Bidder not covered in this Invitation to Bid shall be stated clearly. If no exceptions are stated, CPC would assume that Bidder conforms to the most stringent conditions of the Bidding document.

1.3.3 Bids are to be forwarded for **“Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.05.2026-30.04.2028)”** as per the Scope of Work stipulated

1.4 Content of the Bidding Documents

1.4.1 Bidding Document will consist of the followings.

- | | |
|---|---------------------|
| a. Instructions to Bidders | |
| b. Scope of Work | |
| c. Price schedule | |
| d. Form Of Bid | Annexure “A” |
| e. Form of Bid Security | Annexure “B” |
| f. Form of Performance Security | Annexure “C” |
| g. Signature Authorization | Annexure “D” |
| h. Form of Agreement | Annexure “E” |
| i. Details of Last five years contracts | Annexure “F” |
| j. Details of Ongoing contract | Annexure “G” |
| k. Compliance sheet | Annexure “H” |

1.5 Issuing of bidding documents

Interested parties may refer the bidding document (*only for viewing purpose*) and obtain necessary information through the website www.ceypetco.gov.lk and the original Bidding Document could be obtained from the undersigned on submission of a written request (*the request letter shall be signed and issued by an authorized person*), during working days from **0900 hrs. to 1500 hrs. from 10.04.2026 till 30.04.2026** upon payment of a non-refundable Bidding Document fee of Sri Lankan Rupees Seven Thousand Five Hundred (LKR 7,500.00) inclusive of Taxes, for each.

1.6 Amendments/ clarification of bidding document

- 1.6.1 The Chairman, Department Procurement Committee (Major) reserves the right to issue amendments to the bidding document and when deemed necessary up to one (01) week prior to the deadline for submission of bids.
- 1.6.2 A prospective bidder requiring any clarification regarding the provisions or terminology of the bidding document or having any objection/complaint, shall notify CPC, in writing by hand or by post or by email to the addresses which are indicated in ITB clause, not later than two (02) weeks prior to the deadline for submission of bids. CPC shall respond to any such clarifications, objections or complaints to all prospective bidders who have collected bidding documents, including description of the inquiry but without identifying its source, within one (01) week prior to the closing of the tender.
- 1.6.3 Questions and answers will not form part of the bid or contract; answers shall not constitute legally binding representation. If arising from a question, it becomes necessary to vary the bidding document, and then an addendum will be issued in accordance with the above procedure.
- 1.6.4 All correspondence shall be addressed to the mailing address or email address which are indicated in ITB clause 1.8 and shall not be personally addressed to any officer. Such correspondence shall not be entertained and shall be considered as a disqualification.
- 1.6.5 Where a bidder has not sought any clarifications/information such bidder shall be deemed to have accepted the bidding document in full.

1.7 Documents to accompany the Bid

All bids shall contain adequate particulars in respect of the services offered. Bidders' must furnish all the required documents/details given below for evaluation purposes and failure to furnish any documents/details requested under this section along with the bid will result in the bid being rejected.

The following documents shall accompany with the Bid.

- (i) Price schedule—duly completed and signed.
- (ii) Dully completed Form of Bid – Annexure “A”
- (iii) Bid Security – in the format as per Annexure “B”
- (iv) Schedule of Security personnel
- (v) Dully completed Signature Authorization letter – Annexure “D”
- (vi) Name & the profile of the Bidder.
- (vii) Documentary proof for recent supply of Security Services to customers with contract value over Rs. 60.0 million including contact details.
- (viii) Copy of Business Registration.
- (ix) Copy of Defense Ministry registration and valid license
- (x) Service certificates of the services provided by the bidder for last five years with contact details of the client companies.
- (xi) Particulars of services presently undertaken by the bidder company with period of contract and client company details.
- (xii) No of employees attached to the bidder company with respective designations.
- (xiii) Available Certificates (Performance, Quality, Standards, Awards & Ratings)
- (xiv) Copy of SSCL certificates, if included in the bid.
- (xv) Copy of VAT certificates, if available.
- (xvi) Signed copy of Scope of Work
- (xvii) Any other information the bidder deemed to include.
- (xviii) Audited financial statements for last five (05) years.

- (xix) Confirmation from bank (if any) for the working capital capacity of the bidder.
- (xx) The bidder shall produce the evidence for payments of ETF and EPF contribution to its presently working employees for the past five years.
- (xxi) Schedule of Prices duly completed and signed.

(Failure to furnish above said documents and details as per the tender documents issued by CPC, along with the bid prices on or before the closing of bid, may result in the bid being rejected. All documents shall be furnished in English language.)

1.8 Sealing and marking of Bids

- 1.8.1 Bids shall be submitted in duplicates as per the conditions specified in this Bidding Document. The original and the duplicate of the Bid shall be placed in separate envelopes marked '**ORIGINAL**' and '**DUPLICATE**'. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked "**Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.05.2026-30.04.2028)**" on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs on 04.05.2026** (to be completed with the time and date specified in the Bidding Document) and shall be addressed to:

Departmental Procurement Committee,
Ceylon Petroleum Corporation,
Procurement & Stores Function,
1st Floor, No. 609,
Dr. Danister De Silva Mawatha,
Colombo 09.
Sri Lanka.

- 1.8.2 If the outer envelope is not sealed and marked as required above, CPC will assume no responsibility for the Bids being misplaced or premature opening. If the outer envelope discloses the Bidder's identity, the CPC will not guarantee anonymity of the Bid submission, but this disclosure will not constitute grounds for Bid rejection.

1.9 Period of validity of Bids

- 1.9.1 All offers shall be valid for a minimum period of Ninety-One (91) days from the Date of Closing of the Bid. (i.e. up to 02.08.2026). Bidders should, however, clearly indicate the maximum period that their offers would be valid. A Bid valid for a shorter period will be rejected as non-responsive.

1.10 Format and Signing of Bids

- 1.10.1 The Bidder shall prepare an Original and a Duplicate of the Bid specified above, clearly marking as, "**Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.07.2026-30.06.2028)**" Original and duplicate as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.
- 1.10.2 The Original and the Duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the Bidder, or person(s) duly authorized to bind the Bidder to the Contract. All pages of the Bid except for un-amended printed literature shall be initialed by the person(s) signing the Bid.
- 1.10.3 Any inter lineation, erases or over-writing shall be valid only if they are initialled by the person(s) signing the Bid.

1.11 Signature authorization

Bidders shall incorporate a Signature Authorization Letter along with their bids, which is authorizing a person to represent the company in submitting the bid, and if successful, to sign the respective agreement/contract with CPC. The letter shall be signed by the Proprietor/ Partner(s)/ Director(s) of the company and the person who signs the bid on behalf of the company and shall be affixed by the common seal of the company (This letter shall be produced on the company letter head). Particulars proving the ownership of the company/ Board of directors shall be submitted along with the Signature Authorization Letter as per the format in **Annexure “D”**.

Failure to submit the Signature Authorization Letter at the time or before the closing of the bids, and in accordance with the above said requirements will result in the bid being rejected.

1.12 Clarification of Bidding Document

- 1.12.1 A prospective Bidder requiring any clarification of the Bidding Document should notify CPC in writing by hand or post or facsimile at the CPC’s mailing address indicated in the sub clause 1.8 of the Instruction to Bidders of the Bidding Document. Similarly if a Bidder feels that any important provision is unacceptable, such objection should be raised at this stage. CPC will respond in writing to any request for clarification or modification of the Bidding Document that is received not later than Seven (07) days prior to the deadline of submission of Bids prescribed by the CPC. Copies of the CPC’s response will be sent to all prospective Bidders who have collected Bidding Documents.

1.13 Pre-bid meeting & Site Visit

- 1.13.1 A pre bid meeting & site visit will be held with the prospective parties or their authorized representative/s to clarify any matters relating to the document at 1000 hrs. on 21.04.2026 at the office of Manager (Security), Head Office, Ceylon Petroleum Corporation.
- 1.13.2 Interested parties shall send their request for participating in the pre bid meeting to email procuregeneral@ceypetco.gov.lk on or before 1400 hrs. on 16.04.2026 in order arrange the gate passes.

1.14 Deadline for submission of Bids

- 1.14.1 Chairman, Procurement Committee, CPC must receive Bids at the address specified in **ITB Clause 1.8**, not later than the **1400 hrs. on 04.05.2026** Chairman, Procurement Committee, CPC may, at his discretion, extend this deadline for submission of Bids, by amending the Bidding Documents, in which case all rights and obligations of CPC and the Bidders will thereafter be subjected to the deadline as extended.

1.15 Late Bids

- 1.15.1 Any Bid received by the Chairman, Procurement Committee and CPC after the deadline for submission of Bids, will be rejected and returned unopened to the Bidder.

1.16 Modification, Substitution & Withdrawal of Bids

The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the CPC, prior to the deadline prescribed for Bid submission.

The Bidder’s modifications shall be prepared, sealed, marked and dispatched as follows; The Bidders shall provide an Original and a Duplicate as specified in the ITB **clause 1.6** of any modifications to his Bid, clearly identified as such in two envelopes, duly marked **“Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers**

(without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.07.2026-30.06.2028)". The envelopes shall be sealed in an outer envelope, duly marked **"BID MODIFICATIONS"**.

A Bidder wishing to withdraw his Bid shall notify the CPC in writing prior to the deadline prescribed for the submission of Bids. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand not later than the deadline for submission of Bids. The notice of withdrawal shall be addressed given in clause 1.8.

Bearing the Bid name and the words **"BID WITHDRAWAL NOTICE"**. Bid withdrawal notices received after the deadline for submission of Bids will be ignored, and the submitted Bids will deem to be valid.

1.17 Closing of Bids

1.17.1 Bids, sealed and addressed as aforesaid, shall be sent under Registered Cover to reach:

Departmental Procurement Committee,
Ceylon Petroleum Corporation,
Procurement & Stores Function,
1st Floor, No. 609,
Dr. Danister De Silva Mawatha,
Colombo 09.
Sri Lanka.

Not later than **1400 hrs. on 04.05.2026**.

1.17.2 If the Bidders or their representatives choose not to send their Bids under Registered Cover, they could deposit such Bids in the Bid Box provided for this purpose at the office of the above address.

1.18 Opening of Bids

1.18.1 Bids will be opened immediately after the closing date and time fixed for receipt of Bids, at the address given in clause 1.17 or such other place as arranged if the Manager (Procurement & Stores) Office is not available.

1.18.2 The Chairman, Procurement Committee, CPC or his nominated representative will open the Bids, in the presence of the Bidders and / or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and / or their representatives shall sign a register as proof of their attendance.

1.18.3 The Bid prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bids will not be entertained and will be returned unopened to the Bidder.

1.18.4 Bids and modifications sent pursuant to ITB Sub Clause 1.16 that are not opened will not be considered for evaluation, regardless of the circumstances.

1.19 Bid Security Guarantee

1.19.1 Each Bid shall be accompanied by a Bid Security Guarantee, undertaking that the offer will be held valid for the specified period, and that the offer will not be withdrawn during that period.

Such security shall be in the form of a Bank Guarantee issued / confirmed by a Licensed Commercial Bank in Sri Lanka, and payable to the CPC on demand in a sum of Rupees Three Hundred and twenty Thousand only (Rs.320,000.00).

- 1.19.2 The Bid Security Guarantee should be valid for One Hundred & Nineteen (119) days (i.e up to 30.08.2026) from the date of closing of Bid. A format of Bid Security Guarantee is attached in Annexure "B". Failure to submit the Bid Security Guarantee at the time, or before the closing of Bid, and in accordance with above said requirements, and in the format provided, will result in the Bid being rejected.
- 1.19.3 Bid Security Guarantee from unsuccessful Bidders will be returned to them after the award is made to the successful Bidder. The Bid Security Guarantee of the successful Bidder will be returned only after receipt of the Performance Guarantee

1.20 Business registration and public contract registration

Bidder shall produce a valid copy of the certificate of incorporation/business registration issued by the respective authority together with the bid.

Any of the following party who wishes to submit a bid, shall register himself at the Department of Registrar of Companies www.drc.gov.lk (e-ROC) as per the Public Contracts Act, No. 03 of 1987 for every public contract value exceeding Sri Lankan Rupees **Five million (LKR 5,000,000.00)**.

- i. An agent, sub-agent, representative or nominee must be registered **prior to the closing of the Bid/Tender**.
- ii. If the tender applicant and the tenderer is the same party he must be registered prior to the **award of the tender**.

However, this registration will be verified by CPC at the preliminary evaluation of bids. In case of failure to meet this legal requirement, the bid shall be rejected.

Contact details of the registrar: Department of registrar of companies, "Samagam Medura", No. 400, D. R. Wijewardena Mawatha, Colombo 10/ Tel.: +94-11-2689208 / +94-11-2689209/ email: registrar@drc.gov.lk.

1.21 Schedule of prices

Bidders are required to duly sign and return the "Schedule of Prices" indicating their quoted Bid prices and the validity period of the offer etc.

The rates quoted shall cover services provided on all working days, Full Moon Poya Days, weekends, Corporation & other holidays without any additional cost.

The rates should be inclusive of cost towards employing security officers, all charges towards statutory compliance such as EPF, ETF, Bonus, Gratuity, Leave Compensation, insurance etc.

There will be no escalation in the price during entire contract period.

Offers not submitted on the prescribed form and in the manner required are liable for rejection.

VAT and other Taxes shall not be included in the rates and those shall be mentioned separately in the schedule of prices, with the VAT registration number of the bidder. Quoted price/s deemed as inclusive of all other applicable charges other than VAT and other Taxes and no cost paid other than VAT and other Taxes.

Bids not in the prescribed format and in the manner required are liable for rejection.

Failure to meet the minimum requirement of the national minimum wages workers act & its amendments will result the bid being rejected.

1.22 Preliminary Examination of Bids

1.22.1 CPC will examine the Bids to determine whether they are complete, any computational errors have been made, whether the documents have been properly signed, and the Bids are generally in order. If not, CPC may at its discretion call clarifications from the Bidder. The request for clarification and the response shall be in writing within one week's form the clarifications and no change in the price or substance of the Bid shall be sought, offered or permitted.

1.23 Correction of Errors

1.23.1 Bids determine to substantially responsive will be checked by the employer for any arithmetic errors. Errors will be corrected by the employer as follows;

- a. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- b. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.
- c. If the total bid price increases due to corrections made on above procedure, the bid price shall not be adjusted to the increased price and the corrections should be readjusted within the bid price in consultation with the bidder.
- d. If the bid price decreases by the above procedure, the amount stated in the Form of Bid shall be adjusted with the concurrence of the bidder and shall be considered as binding upon the bidder.
- e. If the bidder does not accept the corrected amount of bid, its bid shall be rejected and the bid security may be forfeited.

1.24 Evaluation and Comparison of Bids

1.24.1 CPC will carry out a detailed evaluation of the Bids, to determine whether the Technical aspects are properly addressed, and the Bids are substantially responsive. Followings will be considered for evaluation.

- a) **Technical Evaluation:** All details requested under sub-clause 1.2.2 of "Instruction to Bidders" and Scope of Work and other technical information requested in this document shall be considered of all the bidders who have completed at least two similar contract over a value of Rs. 30 million within last five (05) years.
- b) **Financial Evaluation of Bids:** In evaluating the bids, CPC will determine for each bid the evaluated Bid price by adjusting the Bid Price as follows:
 - (a) Making any correction for errors;
 - (b) Excluding the provision, if any, for contingencies;
 - (c) Making an appropriate adjustment for any other acceptable variation or deviations; and
 - (d) Making appropriate adjustment to reflect discounts offered.

1.24.2 The bids of the government affiliated Security firms shall be given 7.5% preference at the bid evaluation, with a view to encourage the government affiliated enterprises, when competing with private enterprises.

1.24.3 CPC reserves the right to accept or reject any variation or deviation.

1.24.4 Examination for unbalanced bids; if CPC determines that the bid is unbalanced and hence the bidder may fail in the performance of his obligations in some items with the quote rates, a higher performance security as determined by CPC may be requested to mitigate such risks.

1.25 Procurement Committee's right to accept or reject any or all Bids

1.25.1 The CPC Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.

1.25.2 The CPC Procurement Committee reserves the right to reject any or all Bids or any part thereof, without assigning any reasons. The CPC Procurement Committee may accept any or all items of an offer and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.

1.25.3 The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding Document, soon after the decision of CPC Procurement Committee.

1.26 Award Criteria

1.26.1 Subject to sub-Clause 1.24 & 1.25 of ITB, the CPC Procurement Committee will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive lowest evaluated Bid provided that the Bidder is determined to be qualified to perform the contract satisfactorily.

1.26.2 The successful Bidder will be called upon to perform the Contract for **Outsourcing of 09 Nos. of Security Officers (with armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.07.2026-30.06.2028)** or part thereof conforming to the scope of work.

1.26.3 The Successful bidder will be called upon to enter into an Agreement with CPC. A Specimen Form of Agreement is attached as Annexure – “E”.

1.27 Governing law & jurisdiction

This contract and the rights and the liabilities of the parties hereunder shall be governed by and interpreted according to the laws of the Democratic Socialist Republic of Sri Lanka, and any disputes arising therein shall be subject to the exclusive jurisdiction of the High Court of the western province exercising civil (commercial) jurisdiction at Colombo or the District Court of Colombo in the said Democratic Socialist Republic of Sri Lanka.

2. CONDITIONS OF CONTRACT

2.1 Performance Security:

- 2.1.1 The successful Bidder, on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Guarantee, within fourteen (14) days of such notification through / confirmed by a Licensed Commercial Bank in Sri Lanka, in a sum equivalent to 5% of the value of the accepted Bid. The Performance Guarantee shall be substantially in the format given in Annexure - C.
- 2.1.2 If the successful Bidder, fails to furnish the Performance Guarantee as aforesaid, his name will be placed in the list of defaulting Contractors. CPC shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Bid, as the case may be, at the risk and expense of the successful Bidder.
- 2.1.3 The successful Bidder, in the event of his failure to furnish the Performance Guarantee as required, shall be liable for any losses, costs, expenses and damages, which the CPC may sustain in consequence of such failure, and the Bid Security Guarantee shall be forfeited.
- 2.1.4 The Performance Guarantee shall be in favour of the CPC and shall be valid for a period not less than thirteen (13) months from the date of Letter of Acceptance.

2.2 Mode of Payment

- 2.2.1 Payment will be made on monthly basis. CPC will particular about the attendance of the security officers and any failure to employ minimum required security officers, the deductions/ penalties will be imposed as Clause 2.3.
- 2.2.2 Contractor shall be responsible for making the salary to their employees involved in this contract. He in turn shall send the invoices to CPC for the services given, at the end of each month and CPC will reimburse the payment for the claim after checking for its accuracy.

2.3 Penalty Charges

- 2.2.3 Manager (Security) reserves the right to impose deductions/penalties in the case of unsatisfactory services given by the Contractor.
- 2.2.4 In case the contractor fails to employ minimum required security officers as mentioned in the clause 3 of Scope of Work, CPC has right to make deductions from the monthly payments based on quoted rates.
 - a. In case the contractor fails to execute/ perform the assigned works or maximum deductions exceed the 5% of the contract price, CPC reserves right to terminate the contract.

2.4 Defaults by Successful Bidder

- 2.4.1 If the successful Bidder, defaults in supplying the said service or otherwise commit a breach of any of the provisions in the Contract with CPC for the contract “**Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.07.2026-30.06.2028)**”, he shall be liable to pay to CPC all losses, damages and expenses incurred by CPC, in consequence of such default or breach. Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this Bid.

2.5 Security Clearance

- 2.5.1 The selected companies shall take the full responsibility of their employees especially with regard to the CPC property and other security requirements required by the government security measures. All the employees engaged by the prospective contractor shall obtain police reports, Extra employees with police reports, shall be in their pool at the time of awarding the tender to maintain the number of employees in the site to cover up any absenteeism.

2.6 Termination

- 2.6.1 If any shortcomings of the Security service are noticed, a warning letter will be issued explaining the shortcomings of the service. The service will be closely monitored for a period of one month from the date of the warning letter is issued. If the service is not improved by the Successful Bidder, CPC reserves the right to terminate the contract within a period of one month from the date of notice is given.

2.7 Force majeure:

- 2.7.1 Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion Revolution Insurrection, Earthquake or Plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with this service contract.

2.8 Disputes

- 2.8.1 Any dispute of whatever nature arising from, out of or in connection with this agreement, on the interpretation thereof, or the rights, duties, obligations or liabilities of any party, or the operation, breach, termination, abandonment, foreclosure or invalidity thereof, shall be settled in accordance with the provisions of law governing like disputes and triable by court of law of the Democratic Socialist Republic of Sri Lanka.

2.9 Arbitration

- 2.9.1 Any dispute, difference, controversy, claim arising from out of or in connection with this contract or on the interpretation thereof or on the rights, duties obligations or liabilities of any parties thereto or on the operation, breach, termination or invalidity thereof shall be resolved by Arbitration in Colombo, Sri Lanka and shall be governed by Sri Lankan Arbitration Act No. 11 of 1995 by three (03) Arbitrators and the third (03rd) Arbitrator shall be appointed by two Arbitrators appointed by the parties.

3. SCOPE OF WORK

The contractor shall provide security services for the provision of security services at Ceylon Petroleum Corporation for a period of two years in accordance with the following Scope of work and general conditions.

3.1 MANPOWER REQUIREMENT

All required OIC/SO must be completed minimum 12 years of services as ex-armed forces from Sri Lankan Army/Navy/Ari Force or Sri Lanka Police and legally discharged/released.

Maximum age limit shall be 55 years in and all employees of the company shall be in good health without any disabilities and diseases. The company is totally responsible for the physical fitness of the security personal and staff deployed and if any such issue is reported, decision would be taken after referring to the CPC Medical Officer.

All SOs/OICs shall be good health and attribute male individuals

Pattern of Duty: Two Shifts per day 0700 hrs. – 1900 hrs. / 1900 hrs. – 0700 hrs.

OIC 01, Junior Security Officer (with armed), Junior Security Officer (without armed)

3.2 DUTIES

3.2.1 OFFICER IN CHARGE (OIC)

1. You must fulfill your duties with discipline and dedication, ensuring that the organization's goodwill is maintained. You must also oversee the discipline of all personnel under your purview.
2. Your duty hours will consist of a 12-hour shift (e.g., 0700-1900 hours or 1900-0700 hours).
3. During duty hours, ensure that you and all security officers under your command are properly attired in uniform. This includes maintaining a clean-shaven appearance, neatly trimmed hair, and wearing a proper uniform.
4. You should not leave the duty station during your shift, and all security officers under your command must also remain at their duty points. In cases where it is necessary to leave the duty station, another person must be sent to relieve the relevant security officer.
5. Before starting duty each day, you must brief all security officers under your command on their responsibilities. If there are locations where it is difficult to provide instructions, you must visit those places and provide guidance (e.g., duty hours, uniform requirements, how to speak with visitors, avoiding unauthorized activities, and ensuring the safety of belongings of those visiting the duty point).
6. Maintain a cordial and good public relationship with the organization's officials and keep the contact numbers of relevant officials readily available in order to contact in an emergency.
7. The consumption of alcohol or drugs and chewing of betel by you or any personnel under your command while on duty is strictly prohibited.

8. It is your responsibility to inspect the security points within the premises in order to ensure that duties are being carried out properly.
9. You are strictly prohibited to exchange money or goods with the security officers under your command.
10. All personnel must be treated equally.
11. Assisting visitors while on duties should not be done for financial or any other benefits.
12. Any valuable items provided by the organization must be properly recorded, secured, and safeguarded.
13. All keys within the duty station must be under your custody or assigned to a responsible person, and proper documentation of key handovers and receipts must be maintained.
14. In addition to written orders, verbal orders must also be followed.
15. You must regularly check on the welfare of the security personnel under your command.
16. Provide effective suggestions regarding the organization's security.
17. Maintain daily records properly and submit attendance/leave records to the manager security office after obtaining approval from CPC officials.
18. Conduct orientation sessions for new employees, including a tour of the CPC organization to familiarize them with duty points.
19. Ensure that new security personnel submit the necessary documents properly and take the necessary steps to obtain monthly passes from the security function.

All other security related duties have to be carried out on the instructions of Manager Security/Deputy Manager Security /Assistant Manager Security or any CPC staff authorized by Manager (Security).

3.2.2 SECURITY OFFICER (SO)

1. Individuals assigned to day/night shifts from 0700hrs to 1900hrs and 1900hrs to 0700hrs the following day should stay at their security point attired in the uniform until they are relieved from duty properly.
2. When handing over or taking over duties at the security point, a verbal status report should be given to the next security officer. The officer in charge should always verify this.
3. Under any circumstances security officer on duty should not leave their security point, even after their assigned time has ended, until the next security officer arrives to take over the duties. The security point should never be left unattended.

4. Once assigned to a security point, the responsibility lies with the security officer to be vigilant not only about the duties but also about any goods belongs to the security point. During their shift, no unauthorized personnel should be allowed into the security point, and any external incidents should be observed carefully.
5. Any special incidents occurring during the shift should be reported to the Officer in Charge (OIC). Furthermore, if additional troops are requested, appropriate actions should be taken while remaining within the security point until the support receives.
6. It is crucial to remember that activities not related to duty (such as using mobile phones) should be avoided during on duty. At the end of the shift, any issued belongings should be handed over to the security office. It is strictly prohibited to keep the radio sets with oneself when not on duty.
7. From the time you take over duty at the security point, you should remain alert and informed about everything happening within the security point's vicinity until you are relieved from duty. All incidents during this time should be recorded (note down).
8. You should be particularly vigilant if you notice an unusual smell of fuel around the security point and inform the Officer in Charge (OIC) or any other relevant senior officer as needed.
9. Security Officers are strictly prohibited of lighting fires or smoking in the security points.
10. Use of mobile phones is strictly prohibited.
11. All items at the security point/gate must be meticulously recorded during the duty handover/takeover process.
12. During the handover/takeover of duties, the radio sets should be properly checked as part of the handover/takeover process.
13. In the case of identifying of defected light bulbs, the radio communication room should be informed, and a record should be made in the gate sheet. The Officer in Charge (OIC) should also be informed.
14. Prior approval should be obtained from the CPC security shift in charge leaving the security point for any other reason. Additionally, the time of leaving and returning should be clearly recorded.
15. Every two hours, the security status should be informed to the Officer in Charge (OIC) or the main radio communication room via the radio set.
16. If you observe any unusual activity while traveling to or returning from the security point, it should be reported immediately to the security office.
17. Ensure the working condition of the radio sets by submitting them to the visiting officer's inspection.
18. Consumption of alcohol and chewing of betel during duty hours or reporting to duty under the influence of liquor is strictly prohibited.
19. If you experience any difficulty or illness while on duty, the officer in charge (OIC) should be informed.

- 20. It is strictly prohibited to provide any information about CPC organization to outsiders. Any property belonging to the CPC organization should not be provided to any external parties and carrying out is strictly prohibited.
- 21. Service Provider should arrange transport within the CPC premises & rest room facilities.

All security personnel should adhere to these orders. Any misconduct will result in disciplinary actions. The Officer in Charge (OIC) is responsible for ensuring compliance with these standing orders/instructions.

All other security related duties have to be carried out on the instructions of Manager Security/Deputy Manager Security /Assistant Manager Security or any CPC staff authorized by Manager (Security).

Name and Address of the Bidder :.....
.....

Signature of the Bidder :.....

Date :.....

.....
(Company Seal)

SCHEDULE OF PRICES

Outsourcing of 09 Nos. of Security Officers (with armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.05.2026-30.04.2028)

No.	Required Service	Rate per shift (Rs.)	No. of Shift per day	No. of person	Cost per day (Rs.)
1	OIC			1	
2	Security Officer (with armed)			4	
3	Security Officer (without armed)			4	

Total Price for two year : Rs.

Less Discount : Rs.

Add (...%) SSCL : Rs.

Sub Total (2) : Rs.

Add (....%) VAT : Rs.

Total : Rs.

Name of the Bidder :

Address :
.....
.....

Tele/Fax Nos. :

E- mail :

Signature of Bidder :

VAT Registration No. :

ANNEX-A: FORM OF BID

To: The Chairman
Procurement Committee,
Ceylon Petroleum Corporation
1st Floor,
609, Dr.Danister De Silva Mawatha,
Colombo 09.

From:

.....

.....

Sir,

- A-1 Having familiarized ourselves with the formal request for Instruction to Bidders, Conditions of contract and Scope of work for **“Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.07.2026-30.06.2028)”** we offer to complete the whole of said services in conformity with the said document.
- A-2 Unless and until a formal Agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.
- A-3 We understand you are not bound to accept the lowest or any Bid you may receive.
- A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Bidding document.
- A-5 We agree to abide by this Bid for the period of Ninety One (91) days from the date of opening of the Tender. Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.
- A-6 We agree to be bound by the Bid, Bidding Conditions and Performance Guarantee.
- A-7 We offer the lump sum fixed price of Sri Lanka Rupees (in words)
..... for the Supply of the service at, as detailed out in this Bid Document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this Bid or to accept.

Dated this day of2026

in the capacity of

..... duly authorized to sign tenders for and on behalf of :

Signature

Name

Address

.....

.....

Witnesses:

1. Signature:

Name:

.....

Address :

.....

.....

2. Signature:

Name:

.....

Address:

.....

.....

ANNEX-B: FORMAT FOR BID SECURITY GUARANTEE

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
.....[insert issuing agency's name and address of issuing branch or office].....

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

Date : [insert (by issuing agency) date]

BID GUARANTEE NO. :[insert (by issuing agency) number]

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

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

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

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

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

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

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

ANNEX-C: FORMAT FOR PERFORMANCE GUARANTEE

.....[issuing Agency’s Name and Address of issuing Branch or Office].....

Beneficiary :..... [Name and Address of Employer]
.....

Date :

PERFORMANCE GUARANTEE NO :

We have been informed that[name of Contractor/ Supplier] (hereinafter called “the Contractor”) has entered into Contract No.[reference number of the contract] dated

.....with you, for the [insert “ construction”/ “Supply”] of[name of contract and brief description of Works] (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 Contractor, 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 theday of, [*insert date, 28 days beyond the scheduled contract completion date*] and any demand for payment under it must be received by us at this office on or before that date.

This guarantee shall be governed by the laws of Sri Lanka and shall be subject to the Uniform Rules for Demand Guarantees, published as number 758 by the International Chamber of Commerce, except as stated above.

.....
[Signature(s)]

ANNEXURE D : FORMAT OF SIGNATURE AUTHORIZATION

[The Bidder shall fill in this Form in accordance with the instructions indicated. This letter of signature authorization shall be typed on the letterhead of the bidder and shall be signed by the Proprietor/Partner(s)/Chairman/ Director(s) of the company and affixed by the common seal of the company. Particulars proving the ownership of the company/ Board of directors shall be submitted along with this Signature Authorization Letter]

Date: *[insert date]*

Name of Tender **Outsourcing of 04 Nos. of Security Officers (with armed), 05 Nos. of Security officers (without armed) and Officer in Charge (without armed) for Ceylon Petroleum Corporation Trincomalee for a period of two years (01.07.2026-30.06.2028)**

Tender Ref : **B/24/2026**

To: The Chairman
Department Procurement Committee (Major)
C/o Manager (Procurement & Stores),
Procurement & Stores Function,
Ceylon Petroleum Corporation,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.

WHEREAS

We, *[insert complete name of the bidder]*, having registered office at..... *[insert full address of the bidder]*, do hereby authorize following person to represent the company in submitting the bid for PROVISION OF ANNUAL SECURITY SERVICES FOR CEYLON PETROLEUM CORPORATION (CPC) FOR THE PERIOD OF SEVEN MONTHS and if successful, to sign the respective agreement/contract, and to subsequently negotiate, with CPC.

Name *[insert name of the authorized person to sign the bid/contract]:*

Signature *[insert signature of the authorized person who sign the bid/contract]:*

Designation *[insert designation of the authorized person who sign the bid/contract]:*

Duly authorized to sign this Authorization on behalf of:
[insert complete name of the bidder]

Authorized Officer of the bidder *[Name]:*

Capacity *(Proprietor/Partner/Chairman/Director):*

Signature:
.....
Common Company Seal

ANNEX-E: FORM OF AGREEMENT

This agreement made this _____ day of _____ 2026, by and between CPC established by an Act of Parliament namely Act No. 28 of 1961 & having its registered Office at No.609 Dr. Danister de Silva Mawatha”, Colombo 09 in the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred to as the “CPC” which terms of expression as herein used shall where this context so requires and admits mean & include the CPC & its Successors & assigns) of the one part and _____ of _____ a Company duly incorporated & having its registered Office at _____ (hereinafter called the “Contractor” which terms of expression as herein used shall where this context so requires and admits mean & include the _____ & its successors & assigns) of the other part

Whereas the CPC is desirous that the Works known as the should be supplied by the Contractor and has accepted a Tender by the Contractor for the supply of such services.

The CPC and the Contractor agree, as follows: -

1. In the agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Contractor’s scope of work (services) hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as a part of this Agreement.
 - **Instructions to Bidders**
 - **Letter of Acceptance dated _____.**
 - **The Bid dated _____.**
 - **Scope of Work**
 - **Conditions of Contract**
 - **The Contractor's Proposal**
3. In consideration of the payments to be made by the CPC to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the CPC to supply and remedy any defects therein, fit for purpose in conformity in all respect according to the provisions of the Contract.

4. The CPC hereby covenants to pay the Contractor in consideration of the Service and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties have hereunto caused this Agreement to be executed the day, month & year afore written.

Authorized Signature of the Chairman of CPC		Authorized Signature of the Contractor	
<u>In the presence of</u>		<u>In the presence of</u>	
Name		Name	
Signature		Signature	
Address		Address	

ANNEXURE F -DETAILS OF SECURITY SERVICE PROVIDED TO OTHER CLIENTS FOR LAST 5 YEARS

Years	Name of the Employer & contact details	Date of award	Contract value in LKR (Excluding VAT)
2025			
2024			
2023			
2022			
2021			

Note: Supporting documents regarding the Completion of Service should be submitted with the bid.
Please use separate sheet in case quoting 01 or more packages

ANNEXURE G: DETAILS OF ONGOING CONTRACT

No	Name of the Employer & contact details	Date of Commencement	Number of Security Personals
1			
2			
3			
4			

Note: Awarding Letters should be submitted with the bid.

ANNEXURE H: COMPLIANCE / DEVIATIONS SHEET

Please mark “✓” if complied with the tender requirement or mark “X” if there is any deviation and indicate the deviation in the cage provided.

S/N	Specification / Condition	Complied	Deviations
01.	Validity Period of Bid as per ITB clause 1.8		
02.	Bid Security as per ITB clause 1.15 (multiple bid security, in case of quoting for more packages)		
03.	Duly filled, stamped & signed Schedule of Prices as per ITB clause 1.17 and Schedule submitted		
04.	Duly filled, stamped & signed Form of Bid as per ITB clause 1.6 and Annexure "A", submitted		
05.	Compliance with Performance Security as per COC clause 2.3, in case of award		
06.	Compliance with Contract Agreement as per COC clause 2.5, in case of award		
07.	Time for Completion as per COC clause 2.6, in case of award		
08.	Compliance with Mode of Payment as per COC clause 2.4, in case of award		
09.	Compliance with other clauses of COC, in case of award		
10.	Valid copy of Certificate of Incorporation issued by the Registrar of Companies in Sri Lanka, ITB clause 1.16, submitted (if applicable)		
11.	Certificate “Form PCA 3” issued by Registrar of Public contract in accordance with ITB clause 1.16, submitted (if applicable)		
12.	Signature Authorization letter, as per ITB clause 1.9, submitted		
13	Details of security service provided to other clients for last 5 years, Annexure F		
14	Details of ongoing contract, Annexure G		
15	Copy of SSCL & VAT, if applicable		
16.	All other documentary requirements/details as requested under this bidding document, submitted		

Signature of the Bidder:

Date:.....

(Common Company Seal)