



## **Invitation for bids**

**Security Services for the Jaffna Regional Office of the  
Merchant Shipping Secretariat and Slipway 2025**

**Bid No - MSS/ACC/01/07**

**Ministry of Ports, Shipping and Aviation  
Merchant Shipping Secretariat**

## **Invitation for bids**

### **Security Services for the Jaffna Regional Office of the Merchant Shipping Secretariat and Slipway under the Ministry of Ports, Shipping and Aviation 2025**

Bid No. – MSS/ACC/01/07

1. Bids are called from the eligible and recognized bidders on security services for The Jaffna Regional Office of the Merchant Shipping Secretariat and Slipway under the Ministry of Ports, Shipping and Aviation in the year 2025.
2. Interested bidders in this regard may either obtain a full set of application from the Merchant Shipping Secretariat and the Jaffna Regional Office from 9.00 a.m to 3.00 p.m on normal working days from 06<sup>th</sup> December 2024 to 17<sup>th</sup> December 2024 or download the same from the website of the Merchant Shipping Secretariat (<http://www.dgshipping.gov.lk>).
3. Bids along with the completed and sealed original and a copy thereof may either be delivered to the below mentioned address through Registered Post on 18<sup>th</sup> December 2024 before 2.30 p.m or put into the Bid box at the Accounts Branch of the Merchant Shipping Secretariat. Late bids will be rejected.
4. All bids must be accompanied by a Bid Guarantee of the value of Rs.18,000.00 with a validity period of 90 days.
5. Bidders, who may provide security services, may either contact the Accountant (011-2105714) or Mr. Suranthiran (0777159423) for more information on submission of bids or on arrival to the following addresses.

Director General,  
Merchant Shipping Secretariat,  
No.79, Technical Junction,  
Maradana Road,  
Colombo 10.

Merchant Shipping Secretariat  
Jaffna Regional office,  
Beach Road - West  
Kayts,  
Jaffna.

## **Instructions to the bidders**

### 1. Scope

Bids are called for the maintenance of security services for the Jaffna Regional Office of the Merchant Shipping Secretariat and Slipway under the Ministry of Ports, Shipping & Aviation for a period of 12 months from 01.01.2025 to 31.12.2025.

### 2. Eligibility and experience of the bidders

- Experience of 3 consecutive years within the previous 10 years on the maintenance of security services at a Government or a Semi-Government Institution.
- Registration of the business. (Business Names Ordinance/Companies Act/Other)
- Payment of the minimum salary or more to the employees those who are entitled under the rules and regulations and ordinances of the Government.
- The annual average turnover should exceed Rs.2 million.
- The Certificate of Registration and by annual permit obtained from the Ministry of Defence under the Regulation of Private Security Agencies Act, No.45 of 1998.

### 3. Cost of Bidding

The Merchant Shipping Secretariat is not liable for any expenses involved in the submission of the procurement applications.

### 4. Inspection of the institution

The Jaffna Regional Office and the premises of Slipway may be inspected from 09.00 a.m to 3.00 p.m on office days (normal working days) from 06<sup>th</sup> December 2024 to 17<sup>th</sup> December 2024.

### 5. Documents to be included in the bid

Completed bid documents should be signed and submitted with two copies including one copy as the original and the second copy as its duplicate. The following documents should also be attached with the bid.

- i. A Daily Price Report.
- ii. Documents pertaining to eligibility and experience.
- iii. A document on the number of employees to be employed for the Jaffna Regional Office of the Merchant Shipping Secretariat and Slipway and the salaries payable.
- iv. Documents on registration of VAT (if no registration has been made on “VAT”, a Certificate from the Commissioner General of Inland Revenue should be submitted to the said effect).
- v. Certificates on Registration of the Business.
- vi. Bid Guarantee.
- vii. Audited Financial Reports in the previous 3 years.
- viii. The Certificate of Registration and bi-annual permit obtained from the Ministry of Defence under the Regulation of Private Security Agencies Act, No.45 of 1998.

6. Bidding Prices

Expenditure for the following items should be submitted separately in Sri Lankan Rupees (LKR) in submitting prices.

i. Daily charges for providing security services

Daily wage for the Regional Office

Day time .....

Night time .....

Daily wage for Slipway

Day time .....

Night time .....

ii. Total monthly value

iii. VAT

iv. Total value for 12 months in the year 2025

7. Validity period of the bids - Validity period of the bids is 90 days.

8. Bid Guarantee

A bid guarantee to the value of Rs.18,000.00 with a validity period of 90 days obtained from a commercial bank approved by the Central Bank of Sri Lanka (CBSL) should be submitted.

9. Submission of Bid applications

Completed Bid applications along with two sealed copies of one original and the duplicate thereof may either be delivered to the below mentioned address through Registered Post on 18th December 2024 before 2.30 p.m or put into the Bid box at the Accounts Branch of the Merchant Shipping Secretariat. "***Security Services for the Jaffna Regional Office of the Merchant Shipping Secretariat***" should be mentioned in the top of left-hand corner of the envelope.

Director General,  
Merchant Shipping Secretariat,  
No.79, Technical Junction,  
Maradana Road,  
Colombo 10.

i. Late bids will be rejected.

(No liability will be taken up for the delays in the post or transport)

## 10. Opening bids

Bids will be opened at the Merchant Shipping Secretariat as soon as the bids are closed. Bidders or their authorized agent may participate in this.

### i. Performance Guarantee

A Performance Guarantee obtained from a commercial bank approved by the Central Bank of Sri Lanka (CBSL) with a validity period of 28 days from the final date of contract, should be submitted for the 10% value of the contract within 14 days from the date of awarding the contract.

## **Terms of Contract**

### 1. Number of employees required and conditions

- Security for Slipway should be provided by a Junior Security Officer (JSO) each during daytime and at night.
- A Junior Security Officer each should be employed for the protection of the office building during daytime and at night.
- The employees employed should be below 55 years and the Merchant Shipping Secretariat should be satisfied about their health condition.
- The Security Officers should wear a uniform which is deemed to satisfy the requirements of the Merchant Shipping Secretariat, displaying the official logo of the Security Service providing institution.
- A permanent Security Officer in-charge (OIC) is not required solely for the Jaffna Regional Office and Slipway and supervision should be carried out at least once per day.
- The Merchant Shipping Secretariat should be satisfied on the identity of the employees before employing them.
- The Security providing institution should provide materials such as rain coats, torch and security devices for security purposes.
- One shift should consist of 12 hours.
- All security officers should have the ability and proper knowledge on using fire extinguishers, first-aid and communication devices.

### 2. Contract Sum

The total sum payable by the Merchant Shipping Secretariat for a period of one year includes. VAT Registration number should also be included.

### 3. Payment to contractors

- Advances will not be paid for providing security services.
- The contractor should present the invoice along with an attendance list on employment of employees within the month, at the end of each month. Payments will be made after being satisfied on the said document.

- Additional payments will not be made for employing more employees than the number agreed by the contractor and payments will be made in proportionate to an additional number of employees employed on prior notice, when found necessary.

#### 4. Common Conditions

- The Merchant Shipping Secretariat shall not be liable in respect of the injuries, damages or loss of life caused to the security employees in the maintenance of the contract.
- The contractor shall act in accordance with the relevant Labour rules and regulations.
- The Contractor shall be liable for any damages inflicted on the Government property by the employees in the security services in the maintenance of the contract and shall pay damages to the Government.
- Security Officers shall wear an approved security officer uniform with the official logo of the Security Service providing institution.
- Employment of a less number of employees shall be a cause for revocation of the contract.
- It would be more appropriate to employ a similar number of employees in this office and the employees attached to this office should be prevented from being attached to other locations frequently. The Director General or an authorized officer should be informed prior to such transfer of an employee to be attached.
- The Security Officers and Supervisors should place their signatures on the attendance lists and other signatory documents.
- Properties within the institution should not be damaged or taken away and action should be taken to prevent causing damages on such properties and taking them away.

#### **Requirements of the employer (functions to be discharged)**

- Security of the properties of the Jaffna Regional Office and Slipway and the employees and clients arriving to the institution should be confirmed.
- One shift should consist of 12 hours.
- All security officers should have the ability and proper knowledge on using fire extinguishers, first-aid and communication devices.
- To maintain a report on all vehicles and persons arriving in Slipway and the Office.
- To maintain a Log Book on all daily functions.
- To be alert on suspicious vehicles and persons roaming around Slipway and the Office.
- To prevent taking away goods and equipment of the institution and Slipway without any formal approval.
- To remove persons roaming without any reason with in Slipway and the Office.

- To be well aware of the way of acting in an emergency and inform the relevant sections expeditiously.

### **Declaration of Prices**

#### **Security Services for the Jaffna Regional Office under the Merchant Shipping Secretariat and Slipway – 2025**

1. Having read and understood the procurement terms and instructions, it is hereby agreed to provide security services to the Jaffna Regional Office of the Merchant Shipping Secretariat and Slipway for a total sum of Rupees ..... + VAT (Rs..... + VAT) for a period of one year from 01.01.2025 to 31.12.2025.

<b>Item</b>	<b>Description</b>	<b>Sum (Rs.Cents)</b>
1	Daily charges for the regional office Daytime Nighttime	
	Daily charges for Slipway Daytime Nighttime	
	Other .....	
	Daily charges without VAT for providing security services	
	“VAT”	
	Daily charges with VAT for providing security services	
	Annual charges for providing security services (365 days, without VAT)	

2. This procurement is valid for a period of 90 days. If the procurement is awarded during this period, I am able to reach an agreement and agree to furnish a Performance Guarantee as indicated in the procurement conditions.

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Name and signature of the Contractor

Date:

(Place the Official seal)

**Security Service for the Jaffna Regional Office under the Ministry of Ports,  
Shipping & Aviation and Slipway- 2025**

**Application**

01. Registered name of the Contractor:

- a. Business Registration No.:  
(Attach copies of the letters)

02. Nature of the institution : (mark ✓ against the nature of the business)

- a. Individual owner
- b. Partnership
- c. Limited Company
- d. Other

03. Official address:

04. Contact No.:

05. Fax No. :

06. Mention the name, addresses, contact nos. of the Officer for more information

- a. ....
- b. ....
- c. ....

07. Details on the institution:

Total number of Security Officers presently employed: .....

Number of present service providers: .....

Number of Private Service providing institutions: .....

Daily wage paid to JSO Officers: .....

Daily wage paid to LSO Officers: .....

Daily wage paid to SSO Officers: .....

Daily wage paid to OIC Officers: .....

08. Relevant documents pertaining to the months of October & November 2024 should be attached along with the procurement application to ensure that all salaries, allowances, and other privileges are provided to the employees of the security service providing institution who are entitled to under the rules and regulations of the Government. (Documents to prove the contribution to the Employees' Provident Fund, the Employees' Trust Fund and the minimum salaries paid to the employees)



09. Details on previous service providers:

Name of the Institution	Contact No.	Period

10. "VAT" Registration No.:

11. Certificate of Registration and by annual permit obtained from the Ministry of Defence under the Regulation of Private Security Agencies Act, No.45 of 1998 should be attached with the application.

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Name and signature of the contractor

National Identity Card No.:

Date:

(Place the official seal)

Witnesses:

1. Signature : .....  
Name : .....  
Designation : .....  
National Identity Card : .....
2. Signature : .....  
Name : .....  
Designation : .....  
National Identity Card : .....