

**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

**Ministry of Ports & Civil Aviation**

**CEYLON SHIPPING CORPORATION LTD**

**(Sri Lankan Government Wholly Owned Company)**



**BIDDING DOCUMENTS**

**INVITATION FOR BIDS TO PROVISION OF  
SECURITY SERVICES FOR CEYLON SHIPPING  
CORPORATION LIMITED**

**Tender No: CSCL/SES/2026**

**ALL DOCUMENTS AND CORRESPONDENCE TO BE**

**ADDRESSED TO:**

Chairman,  
Departmental Procurement Committee,  
Ceylon Shipping Corporation Ltd,  
No.27, M.I.C.H. Building,  
Sir Razik Fareed Mawatha,  
Colombo 01.  
Email – [cscl@cscl.lk](mailto:cscl@cscl.lk)  
Contact Nos. : [2328772/2497800](tel:2328772/2497800)

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# **01. INVITATION & TERMS AND CONDITIONS**

## **1.0 INTRODUCTION**

- 1.1 The Ceylon Shipping Corporation Ltd (hereinafter call and referred to as CSCL) the National Carrier of Sri Lanka is a government wholly owned Limited liability company engaged in ship-owning, ship operating and shipping related ancillary services in Sri Lanka, hereby call bids to obtain Security Service.
- 1.2 The bidding will be done through National Competitive Bidding strictly according to the terms, conditions mentioned herein.
- 1.3 All prospective bidders are advised to read and understand the following terms and conditions covering this tender as no plea of lack of information or insufficient information will be entertained after closing of tender.

## **2.0 INVITATION FOR BIDS**

The Chairman, Department Procurement Committee (hereinafter called and referred to as DPC) invites seal bids from registered Security Service providers to undertake the Security Services for CSCL, including Head office premises for the period commencing from 01<sup>st</sup> February 2026 to 31<sup>st</sup> January 2027.

A Bidder shall submit only single bid in this Bidding.

## **3.0 RIGHT OF THE DEPARTMENT PROCUREMENT COMMITTEE TO ACCEPT OR REJECT BIDS**

The **DPC** reserves to itself the right without question to accept or reject any Bid (s). Any Bid with incorrect or false information or particulars and any Bid that does not conform to the conditions of Bidding shall be liable for rejection. In the event of such services on trial basis not being performed to the satisfaction of the CSCL, the DPC shall have the right to terminate this service within 48 hours notice. The decision of the DPC shall be final and conclusive on all matters pertaining to this Bidding.

#### 4.0 SELECTION, ACCEPTANCE OF BID AND INTIMATION OF AWARD

The Bid that complies with all conditions of Bidding and is evaluated as the most substantially responsive in financial, technical & past performance shall be accepted by the DPC and the notice of acceptance of such Bid shall be deemed to have been received by the successful Bidder if it has been sent by registered post, or faxed or E-mail or delivered by hand to the address given by the Bidder in his/their Bidding.

#### 5.0 ASSIGNMENT OF CONTRACT

No service may be assigned due authority from CSCL to obtained required services from other company to substitute the contractual obligation to be entered with CSCL.

#### 6.0 CLARIFICATION(S)

Any clarification with regard to the Bidding process could be obtained by contacting Head of Administration on the contacts given below:

Name: Mr.Y.T.Praboditha

Contact Nos. : 0710215730

Email/Fax: dm-lni@cscl.lk

#### 7.0 PAYMENT TERMS

Payment will be made on monthly basis upon receipt of the invoices not later than 15 days after completion of the month.

#### 8.0 AMENDMENT

Amendment (s) of these terms & conditions could only be made by the DPC from time to time on or before the closing date of the bidding process. Any amendment made to terms & conditions will be communicated to prospective bidders who have purchased bidding documents in this regard.

## **9.0 EXAMINATION AND EVALUATION OF BIDS**

### **9.1 Preliminary Examination**

The Offers received will be examine by the Department Technical Evaluation Committee (TEC) to determine whether bidders have submitted the required documents as per the ITB No.4. Bidders who fail to submit necessary documents will be rejected for further evaluation under detailed evaluation.

### **9.2 Detailed Evaluation**

The TEC will determined the most substantially responsiveness of each offer in terms of their financial, technical and past performance in carrying out to required service for CSCL.

The TEC will submit a report to DPC with their recommendation for the final decision of the DPC.

To assist in the evaluation process of the bids received the Chairman of DPC may at his discretion will request bidders any clarification of his bid except the price revision. The request for clarification shall be made in writing or by fax.

## **10.0 CONFIDENTIALITY**

Information relating to the clarification evaluation of bids and recommendation for the award of contract shall not be divulged to the bidders or to any other persons not officially concerns with the bidding process until the award is made to the successful bidder. Any effort by a bidder to influence during the evaluation of the bids or onwards may resulting the rejection of the bid.

## **11.0 LAW**

The laws of the Democratic Socialist Republic of Sri Lanka shall govern the bidding process.

## **12.0 DISPUTE RESOLUTION**

All disputes arising out of this bidding process shall be referred to the Arbitration in accordance with the provisions of Arbitration Act No. 11 of 1995 of Sri Lanka as amended.

## **13.0 BID PRICE**

Rates indicated in the Bid submission Form shall be quoted in figures and repeated in words. In the event of any discrepancy between the rates quoted in words and in figures the rates quoted in words shall be accepted as the Bided rate.

# CEYLON SHIPPING CORPORATION LTD.

## 02. INSTRUCTIONS TO BIDDERS (ITB)

The Chairman, Department Procurement Committee (DPC) of the Ceylon Shipping Corporation Ltd (CSCL) invites sealed Bids from Security Agencies registered with the Ministry of Defense, to undertake Security Services for CSCL at Head Office Premises, for the period commencing from **01<sup>st</sup> February 2026 up to 31<sup>st</sup> January 2027**.

### 2.1 SUBMISSION OF BID/CLOSING DATE AND TIME OF BIDDING

Bids prepared in duplicate on the Form of Bid shall be enclosed in two separate sealed covers and marked "**ORIGINAL**" and "**DUPLICATE**" shall be marked top left hand corner and at the bottom left hand corner, the name and address of the Bidder, respectively and these two covers shall be enclosed in one single sealed envelope or cover which shall be marked on the top left hand corner with the words "**Bidding for the Supply of Security Services CEYLON SHIPPING CORPORATION LTD - YEAR 2026/2027**" No. 27, MICH Building, Sir Razik Fareed Mawatha, Colombo 01. and at the top left hand corner, the name and address of the Bidder, and deposited in the Bid Box kept in the Security Division of the **CEYLON SHIPPING CORPORATION LTD**, on or before the time and date above **ITB 02.0**, or sent under registered post to reach the **CEYLON SHIPPING CORPORATION LTD**, of the aforesaid address on or before the aforesaid time and date.

The envelope containing the Bid should be addressed in the following manner:

**Chairman,  
Departmental Procurement Committee,  
Ceylon Shipping Corporation Ltd,  
No.27,M.I.C.H. Building,  
Sir Razik Fareed Mawatha,  
Colombo 01.**

### 03. PREPARATION OF BIDS

Bids, not prepared on the prescribed form of Bids, submission form shall not qualify for consideration. All alterations and deletions in the Bid should be initialed by the Bidder as otherwise the Bid shall become liable for rejection. The Bid submitted shall be contained the following documents.

1. Form of Bid
2. Bids submission form
3. Duly signed schedule of requirement
4. The detailed declaration of Directors and shareholders if relevant
5. The Bids security guarantee as per the clause no.7 herein
6. Testimonials from 03 companies recently services were provided
7. Status report from the bankers
8. Certified copy of the business registration – certificate of incorporation
9. Certificate of Registration from the Ministry of Defense
10. Workmen compensation Insurance certificate

11. Regional Officers and branches
12. Certified copies audited financial reports for last consecutive 03 years
13. Copy of the nonrefundable receipts obtained in purchasing the bidding document
14. Any standard company agreement if any,

**04. OPENING OF BIDS**

Bids shall be opened immediately after the aforesaid closing time and the names of the Bidders and the rates quoted by them shall be read out. Prospective Bidders or their authorized agents may be present at the time of opening. Bids received after the closing time shall be rejected and returned unopened, to the Bidders.

**05. VALIDITY OF BIDS**

The bids submit in terms of this Bidding shall be kept valid for a period of not less than 90 days (Fixed Date) from the date of opening. Any bid with a shorter period of validity shall be liable to rejection.

**06. BID SECURITY GUARANTEE**

A Bid Security Guarantee from a recognized commercial bank in Sri Lanka for a sum of valid Rupees Fifty Thousand Only (Rs.50,000.00) for a period of not less than 119 days (Fixed Date) from the date of opening or receipt obtained from the CEYLON SHIPPING CORPORATION LTD, having deposited the said sum in cash, shall be submitted along with the above bid. This Bid Security Guarantee shall be returned to the successful Bidder upon signing of the contract and furnishing the Performance Guarantee referred to in clause (10) here below. The Bid Security Guarantees of unsuccessful Bidders shall be returned to them immediately upon the successful Bidder furnishing the Performance Guarantee and signing of the contract. If the successful Bidder declines or fails to enter into a contract and/or fails or declines to furnish a Performance Guarantee within the period specified in clause (10), his/their Bid Security Guarantee shall be forfeited by the CSCL.

**07. DECLARATION OF COMPANY DIRECTORS**

Bidders who are private companies shall declare the names of the current Directors and main Share Holders while Bidders who are Government Owned Companies and Co-operative Societies, shall declare the names of the Current Directors, and the declaration appearing in the Form of Bid shall be completed where relevant.

**08. PERFORMANCE GUARANTEE**

The Bidder whose Bid has been accepted as stated under the **Invitation & General Terms and Conditions No.4.0**, shall furnish a Performance Guarantee in the form of a Bank Guarantee in the amounts specified below whereupon he/they will be required to sign a contract in terms of clause (1) of the General Terms and Conditions of the below. This Bank Guarantee shall be furnished within a period of seven (07) working days from the date of delivery of the notice of acceptance issued in the manner stated under the **Invitation & General Terms and Conditions No.4.0**.

The value of the Performance Guarantee should be 10% of the contract value. The Performance Guarantee shall be from a recognized commercial bank in Sri Lanka acceptable to the CEYLON SHIPPING CORPORATION LTD.

The Performance Guarantee at above, shall be valid for a period of 13 months from the date of signing of the contract and they will be released upon satisfactory completion of the obligations under the contract signed in terms of clause (1) of the General Terms and Conditions of the bid. If the successful Bidder fails to perform his/their obligations under the contract, the Performance Guarantee furnished in the form of Bank Guarantee shall be forfeited to the Ceylon Shipping Corporation Ltd, and such failure on the part of the successful Bidder, shall without prejudice to any remedies available to the Ceylon Shipping Corporation Ltd., render the contract liable for cancellation without assigning any reasons or prior notice thereof.

Any losses/damage caused to the Ceylon Shipping Corporation Ltd, due to negligence of security personnel deployed will be recovered from the monthly bill or Performance Guarantee/Cash deposit and any further balance sum unrecoverable shall be claimed by recourse to legal action against the Contractor.



### 03. I. FORM OF BID

(To be submitted in duplicate)

(Only on Bidder's Letterhead)

**Tender No: CSCL/SES/2026**

The Chairman  
Departmental Procurement Committee  
Ceylon Shipping Corporation Ltd,  
No.27, MICH Building,  
Sir Razik Fareed Mawatha,  
Colombo 01.

## **BIDDING FOR THE SUPPLY OF SECURITY SERVICESFOR CEYLON SHIPPING**

**CORPORATION LTD,NO.27,MICH BUILDING,SIR RAZIKFAREED MAWATHA,**

**COLOMBO01- YEAR 2026/2027**

Having read the Terms and Conditions applicable to above Bid, I/We hereby submit my/our offer subject to relevant Terms and Conditions of the Bid.

- |       |  |   |                |
|-------|--|---|----------------|
| 1     | Name of Bidder   | : | .....<br>..... |
| 2     | Registered Number (please attach photo copy of the Business or Company Registration)   | : | .....          |
| 3     | Whether the performance and the potential capacity of the Security Agency have been monitored and approved by the Civil Security Division of the Ministry of Defense (Please attach the Photocopy of the renewal of the license with the above Ministry) | : | .....          |
| 4 (a) | Address of the Head Office of the Bidder   | : | .....<br>..... |
|       | Telephone No., Fax No. & E-mail  | : | .....          |
| (b)   | Address of any regional office and branch office with Telephone No., Fax   | : | .....          |

No. & E- mail : .....

5 (a) VAT Reg. No. (Photocopy of : .....  
Certificate should be attached).

(b) Income Tax File No. (Photocopy of : .....  
Certificate should be attached).

(c) E.P.F. File number and amount of : .....  
E.P.F. remitted during the past 3 years  
(photo copies in support of the  
documents/payments should be  
attached)

(d) E.T.F. File number and amount of : .....  
E.T.F. remitted during the past 3 years  
(photo copy of the documents in  
support of the payments should be  
attached).

(e) Status report from the bankers. : .....  
(Attached or Not)

6 Names, NIC No. & Personnel : .....  
Addresses of the current Directors  
.....  
.....  
.....  
.....  
.....

7 (a) Number of Security Personnel on roll : .....  
(numbers and designation of personnel

in employment should be indicated in a separate schedule).

- (b) Number of Personnel in the Company, : .....  
drawn from ex. Air Force, Army, Navy  
& Police etc., with the positions held in  
the Armed Services and their present  
positions.
- (c) Number of Security personnel trained : .....  
in the Security functions and use of  
firefighting equipment's at the  
Industrial Security Training School or  
any other training School or at the  
forces (Please give names of trained  
security personnel & their training  
schools).
- (d) Percentage of trained security personnel : .....  
to be deployed in a shift in respect of .....  
each work site. ....  
\* Head office premises/Staff Quarters
- (e) Workman Compensation Insurance .....  
Certificate.(Attached or Not)
- (f) Audited Financial Reports for last .....  
Three Years.(Attached or Not)
- (g) Number of Motor Cycles/Vans/Jeeps : .....  
belonging to the Bidder and whether  
they are made available at the sites for  
service support.

(h) Number of Motor Cycles/Vans to be : .....  
deployed in the service

8 Whether Security Personnel to be : .....  
deployed have been screened in regard  
to background and for physical and  
health standards.

9 Details of all security contracts entered : .....

Name and Address of the Institution of which services were provided	Contract Period		Value of the Contract (Rs.)	Reasons for the Termination of Service
	From	To		

10. Details of the contracts presently engaged in the supply of security services.

<b>Name and Address of the Institution of which services were provided</b>	<b>Contract Period</b>	<b>Number of Security Guards engaged in the Organization under the Contract</b>

## 03 II. BID SUBMISSION FORM

(Only on Bidder's Letterhead)

**Tender No: CSCL/SES/2026**

The Chairman  
Departmental Procurement Committee  
Ceylon Shipping Corporation Ltd,  
No.27, MICH Building,  
Sir Razik Fareed Mawatha,  
Colombo 01.

*[The Bidder shall fill in this Form in accordance with the instructions indicated. Alterations to its format shall not be permitted and no substitutions shall be accepted]*

Date: -----

### **SUPPLY OF SECURITY SERVICES**

To: Ceylon Shipping Corporation Ltd,

- (a) We have examined and have no reservations to the Bidding Document.
- (b) The total monthly charge per security person **without** VAT, including any discounts offered is: -----  
-----[insert  
the monthly price in words and figures];
- (c) The total monthly charge including any discounts offered, -----  
-----[insert  
the total monthly price in words and figures];
- (d) Our bid shall be valid for the period of time specified in ITB Sub-Clause 03, from the date fixed for the bid submission deadline in accordance with ITB sub-Clause 06, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to provide a performance security in accordance with ITB Clause 03 for the due performance of the Contract
- (f) Our firm, is a registered security company and obtained all necessary clearance from government agencies- including Ministry of Defense.
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other Bid that you may receive.

Full Name of the Authorized Person. -----

NIC No. -----

Common Seal and the Signature of the Authorized Person-----

### 03 III. BID SUBMISSION FORM

(Only on Bidder's Letterhead)

**Tender No: CSCL/SES/2026**

The Chairman  
Departmental Procurement Committee  
Ceylon Shipping Corporation Ltd,  
No.27, MICH Building,  
Sir Razik Fareed Mawatha,  
Colombo 01.

I/We, the undersigned, hereby confirm our full understanding and acceptance of the terms, conditions, and instructions detailed in the referenced Bid. We further commit to providing the services specified therein, in strict accordance with the terms outlined, and at the premium rate indicated in our policy.

Additionally, we acknowledge that the Company reserves the right, at its discretion, to reject any or all bids or to accept any portion of a bid that best serves the Company's interests, without obligation to provide justification. We also understand that the Company is not required to accept the lowest bid.

Name of the Bidder:		
Bidder's Business Registration No:		
Authorized Signature of the Bidder:		
Name & Title of the Authorized Signatory:		
Address:		
Telephone and Fax Nos.:	Telephone Nos.:	
	Fax Nos.:	
Address:		
Date:		
Seal:		

## 03 IV. BID SUBMISSION FORM

### AFFIDAVIT OF NON-COLLUSION

I,.....(NIC No:.....) of  
.....(Address)....., in the Democratic Socialist  
Republic of Sri Lanka, being the duly authorized representative (as bidder)  
of.....(Name of Bidder).....(Address  
of Bidder).....do hereby solemnly, sincerely, and truly declares and affirms/makes an oath and  
states as follows;

1. **That the bid submitted by us for the “Security Services for Ceylon Shipping Corporation Limited”, Tender No: CSCL/SES/2026 is made independently, and we have not entered into any agreement, understanding, arrangement, or practice with any other bidder, supplier, manufacturer, subcontractor, or any other person or entity, for the purpose of restricting competition or manipulating the bidding process.**
2. **That we have not disclosed, and will not disclose, the price, quotations, terms, or any other information relating to our bid to any other bidder or competitor, whether directly or indirectly, prior to the official opening of bids.**
3. **That we have not attempted, nor will attempt, to influence the procurement process through bribery, inducements, gifts, commissions, or any corrupt, fraudulent, collusive, or coercive practice as defined under the Sri Lanka Procurement Guidelines – 2025.**
4. **That no employee, board member, consultant, or advisor of the Procuring Entity has been offered or will be offered any benefit by us or by any person or entity acting on our behalf.**
5. **That we have fully complied with all provisions related to ethics, integrity, and anti-corruption under the Procurement Guidelines 2025 and any other applicable laws of Sri Lanka.**
6. **That this affidavit is made in good faith, with the full understanding that any false declaration may result in immediate rejection of our bid, or forfeiture of bid security, or blacklisting in accordance with Government regulations or legal action according to the laws of Sri Lanka.**
7. **That 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 .....2026 at .....

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS



## 03 V. BID SUBMISSION FORM

(Only on Bidder's Letterhead)

**Tender No: CSCL/SES/2026**

The Chairman  
Departmental Procurement Committee  
Ceylon Shipping Corporation Ltd,  
No.27, MICH Building,  
Sir Razik Fareed Mawatha,  
Colombo 01.

Annexure V of Chapter 05	
Format for Bid Security Guarantee (Procurement Manual Reference-5.9 [Option-1])	
<i>[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]</i>	
----- [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 the 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 irrevocable 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 or 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 upto ----- (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)]	

## 04. SCHEDULE OF REQUIREMENT

(Only on Bidder's Letterhead)

### **Tender No: CSCL/SES/2026**

Number of guard points, security guards and security supervisors required per day at various points and locations are as follows; (These requirements are subject to variation depending on the day to day needs).

<b>Description</b>	<b>Head Office Premises</b>
	Head Office Premises:- Ceylon Shipping Corporation Ltd No.27, MICH Building , Sir Razik Fareed Mawatha, Colombo 01.
=====	=====
Number of guard points Two shifts of 12hours Shift A & B	One (01)
Number of Security Supervision (OIC) for day shifts Of 12 hours	One (01) only for Shift A
Number of Security Guards (JSOs) for two shifts of 12 hour each	One (01) for Shift A & One (01) for Shift B
Number of Lady Security Guards (LSOs) for day shift of 08 hour each	One (01) only for Shift C

### **Note**

Shift A (from 7.00 a.m. to 7.00 p.m.)  
B (from 7.00 p.m. to 7.00 a.m.)  
C (from 8.30 a.m. to 4.30 p.m.)

.....

**Signature of the Bidder**

**With Seal**