# Ministry of Public Security and Parliamentary Affairs of Sri Lanka

## PROCUREMENT DOCUMENT

**(National Competitive Bidding-Single Stage One Envelope Bidding Procedure)**

# Selection of a Service Provider for Providing Routine and breakdown Maintenance Service for the Fire Detection System at the Secretariat for Personal Identification "Suhurupaya"Building, Battaramulla.

## IFB No: PS/03/PB/09/38/26

*PURCHASER*
Secretary,
Ministry of Public Security and Parliamentary Affairs,
18th Floor, "Suhurupaya",
Battaramulla.

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# Section I. Instructions to Bidders

## A. General

**1. Scope of Bid**

1.1 The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Appendix A to the Contract. The name and identification number of the Contract is provided in the Bidding Data.

1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the Bidding Data.

**2. Qualification and Experience of the Bidder**

2.1 All bidders shall provide in Section III, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

2.2 If stated in the Bidding Data, all bidders shall include the following information and documents with their bids in Section III:

(a) List of Services performed for each of the last five years;

(c) Experience in Services of a similar nature for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;

(d) Work plan and methodology

(e) List of major items of equipment proposed to carry out the Contract;

(f) Qualifications and experience of key staff proposed for the Contract;

(g) Any other if listed in the Bidding Data.

**3. Cost of Bidding**

3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will not be responsible or liable for those costs.

**4. Site Visit**

4.1 The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of the visiting Site shall be at the Bidder's own expense.

## B. Bidding Documents

**5. Content of Bidding Documents**

5.1 The set of bidding documents comprises the documents listed below:

**Volume I**

| | |
|---|---|
| Section I. | Instructions to Bidders |
| Section IV | Conditions of Contract |
| Section VII | Forms of Securities |

**Volume II**

| | |
|---|---|
| Invitation for Bid | |
| Section II | Bidding Data |
| Section III | Forms of Bid and Qualification Information |
| Section V | Contract Data |
| Section VI | Employer's Requirements |
| Section VII | Activity Schedule |

**6. Clarification of Bidding Documents**

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the Invitation For Bid (IFB).

## C. Preparation of Bids

**7. Language of Bid**

7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder with Employer shall be written in English.

**8. Documents Comprising the Bid**

8.1 The Bid shall comprise the following:

(A) Bid Submission Form and the applicable Price Schedules, in accordance with **ITB Clauses 13,**

(B) Bid Security, in accordance with **ITB Clause 16;**

(C) documentary evidence in accordance with **ITB Clauses 02**, that the Goods and Related Services conform to the Bidding Documents;

(D) documentary evidence establishing the Bidder's qualifications to perform the contract if its bid is accepted; and

(E) any other document required in the BDS.

**9 Bid Prices**

9.1 The Contract shall be for the Services, as described in the Employer's Requirements, Section VI, based on the priced Activity Schedule submitted by the Bidder.

9.2 The Bidder shall fill in rates and prices for all items of the Services described in the Employer's Requirements, Section VI and listed in the Activity Schedule, Section VIII. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the activity schedule.

9.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the Bidder. However VAT shall be included separately.

**10 Currency of Bid and Payment**

10.1 The lump sum price shall be quoted by the Bidder shall be in Sri Lanka Rupees.

**11 Bid Validity**

11.1 Bids shall remain valid for the period specified in the Bidding Data.

11.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A Bidder may refuse the request without forfeiting the Bid Security (if submitted). A Bidder agreeing to the request will not be required or permitted to other wise modify the Bid, but will be required to extend the validity of Bid Security (if submitted) for the period of the extension, and in compliance with Clause 12 in all respects.

**12 Bid Security**

a. 12.1 If indicated in the Bidding Data ,the Bidder shall furnish, as part of the Bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data.

b. 12.2 If a Bid Security is requested under sub-clause 12.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.

c. 12.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 12.1

d. 12.4 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security (if required).

e. 12.5 The Bid Security may be for forfeited:

i. if the Bidder with draws the Bid after Bid opening during the period of Bid validity;
ii. if the Bidder does not accept the correction of the Bid price, pursuant to Clause 22; or
iii. in the case of a successful Bidder, if the Bidder fails with in the specified time limit to:

(i) Sign the Contractor
(ii) Furnish the required Performance Security (if required).

**13 Format and Signing of Bid**

a. 13.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.

b. 13.2 The original of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

c. 13.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

## D. Submission of Bids

**14 Sealing and Marking of Bids**

14.1 Bidders may always submit their bids by mail or by hand.

a. Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copy shall then be enclosed in one single envelope.
b. Be addressed to the Employer at the address provided in the Bidding Data;
c. Bear the name and identification number of the Contract as defined in the Bidding Data; and
d. provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data.

14.2 In addition to the identification required in Sub-Clause 8.2, the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened if required.

14.3 If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

**15 Deadline for Submission of Bids**

15.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the Bidding Data.

15.2 Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Parties previously subject to the original deadline will then be subject to the new deadline.

**16 Late Bids**

16.1 Any Bid received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the Bidder.

## E. Bid Opening and Evaluation

**17 Bid Opening**

17.1 The Purchaser shall conduct the bid opening in public at the address, date and time specified in the BDS

17.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

17.2 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids.

**18 Clarification of Bids**

18.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, request any Bidder for clarification of the Bidder's Bid, including break downs of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 22.

**19 Examination of Bids and Determination of Responsiveness**

19.1 Prior to the detailed evaluation of bids, using the information provided in Envelope 1, , the Employer will determine whether each Bid (a) is accompanied by the required securities (if requested); and (bc) is substantially responsive to the requirements of the bidding documents.

19.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer's Requirements of the bidding

documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services;(b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or

the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

a. 19.3 If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

**20 Evaluation of Bid**

20.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

20.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 20.

20.3 To evaluate following:

(a) the Bid Price as quoted in accordance with clause 9;

(b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause22;

(c) price adjustment due to discounts offered

(d) adjustments due to the application of the evaluation criteria specified in the BDS from amongst those set out in Section III.

20.4 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the factors listed in ITB Sub-Clause 35.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids.

20.5 If so specified in the BDS, these Bidding Documents shall allow Bidders to quote for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations is specified in Section III.

**21. Correction of Errors**

21.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis :if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.

21.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub- Clause 12.5.

## F. Award of Contract

**22. Award Criteria**

22.1 Subject to Clause 24,the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price.

**23. Employer's Right to Accept any Bid and to Reject any or all Bids**

23.1 Not with standing Clause 23, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

**24. Notification of Award and Signing of Agreement**

24.1 The Bidder whose Bid has been accepted will be notified in writing, of the award by the Employer prior to expiration of the Bid validity period. This letter (hereinafter and in the Conditions of Contract called the" Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the Contrac t(here in after and in the Contract called the "Contract Price").

24.2 The notification of award will constitute the formation of the Contract.

24.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder.

**25. Performance Security**

25.1 If requested in the Bidding Data, within 14days after receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.

**26. Advance Payment and Security**

26.1 The Employer will provide an Advance Payment not exceeding20% of the Contract Price subject to the Service Provider submitting a guarantee acceptable to the Employer..

# Section – II Bidding Data Sheet (BDS)

| *Instruction to Bidders Clause Reference* | |
|---|---|
| **(1.1)** | The Employer is<br><br>Name: **"Secretary, Ministry of Public Security and Parliamentary Affairs."**<br><br>Address :<br>**Ministry of Public Security and Parliamentary Affairs,**<br>**18th Floor, "Suhurupaya"**<br>**Battaramulla.** |
| | The name and identification number of the Contract **Selection of a Service Provider for Providing Routine and breakdown Maintenance Service for the Fire Detection System at the Secretariat for Personal Identification "Suhurupaya" Building Battaramulla – Year 2027.**<br><br>**IFB No: PS/03/PB/09/38/26**<br>This contract is a **Lump Sum.** |
| **(1.2)** | The Intended Completion Date is **365 calendar days** (02 annual service terms) from the start date. |
| **(2.2)** | The information required from bidders in Sub-Clause 2.2 are:<br><br>a. Business Registration<br>b. VAT Registration number<br>c. Legal Status (Sole proprietor, Partnership, Company etc.)<br>d. Experience in Similar Assignments last three years.<br>e. Work Plan and Methodology **- If Applicable**<br>f. Key Staff. **- If Applicable**<br>g. Equipment Proposed. **- If Applicable**<br>h. Client's Reference. - **If Applicable**<br>i. Annual Turn-over Information. **- If Applicable**<br>j. any other. |
| **(6.5)** | Liquidated Damages/Delay Damages will be charged as per the Procurement Guidelines -2024 |
| **(7.1)** | The language of the bidding document shall be English. |
| **(8.4)** | The address for submission of Bids,<br><br>**Finance Division,**<br>**Ministry of Public Security and Parliamentary Affairs,**<br>**17th Floor, "Suhurupaya", Battaramulla**<br>**Suhurupaya"**<br>**Battaramulla.** |
| **(10.1)** | The lump sum price shall be quoted by the Bidder shall be in Sri Lanka Rupees. |

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| **(11.1)** | Bids shall be valid up to **13.01.2027** (49 days from the bid submission closing date) |
| **(12.1)** | **Bid Security**<br>a. The Bid shall include a Bid Security. The Bid Security Guarantee shall:<br>i. Be an irrevocable & unconditional, on-demand bank guarantee;<br>ii. Be issued by a Commercial Bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka;<br>iii. Be made in favour of the Secretary, Ministry of Public Security and Parliamentary Affairs.<br>iv. Be in the form included in Section VIII of the Bidding Documents.<br><br>The Amount of Bid Security/ Refundable Cash Deposit Shall be **Rs 70,000.00**<br>Bid Security Shall be valid until **10.02.2027** (77 days from the bid submission closing date) |
| **(14.2)** | The Employer's address for the purpose of Bid submission is **Finance Division, Ministry of Public Security and Parliamentary Affairs, 17th Floor, "Suhurupaya", Battaramulla**<br><br>For identification of the bid the envelopes should indicate: Contract: IFB No: PS/03/PB/09/38/26<br><br>Bid / Contract Number : Selection of a Service Provider for Providing Routine and breakdown Maintenance Service for the Fire Detection System at the Secretariat for Personal Identification "Suhurupaya" Building Battaramulla – Year 2027. |
| **(15.1)** | **For bid submission closing date,**<br>**Date: 25.11.2026**<br>**Time: 14.00 hrs** |
| **(17.1)** | Bids will be opened **25.11.2026 at 14.00 hrs** at<br>**Finance Division,**<br>**Ministry of Public Security and Parliamentary Affairs,**<br>***18*th Floor, "Suhurupaya"**<br>**Battaramulla** |
| **(20.3)** | Not Applicable. |

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| **(26.0)** | A Performance Security shall be required.<br><br>The Supplier shall, within fourteen (14) days of notification of contract award, provide a Performance Security in the amount of ten percent (5%) of the total contract sum for the due performance of the contract. (as per the format given in Section VIII Contract forms)<br>• The Performance Security shall be an unconditional on-demand bank guarantee issued by a Commercial Bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka.<br>• The Performance Security shall remain valid for the contract period and 28 days.<br>• The beneficiary of the Performance Security shall be the Secretary, Ministry of Public Security and Parliamentary Affairs. |
| **Pre Bid Meeting** | Pre Bid Meeting will be held on **09.11.2026 at 12.00 hrs** at the Ministry of Public Security and Parliamentary Affairs, 17th Floor, Suhurupaya, Battaramulla. |
| **Appeal** | Each appeal shall be made **in writing** and accompanied by a **non-refundable cash deposit of Rupees Twenty-Five Thousand (LKR 25,000/=)**, as specified in the Procurement Documents.<br><br>The deposit shall be made to the Secretary, Ministry of Public Security and Parliamentary Affairs, 17th Floor, Suhurupaya, Battaramulla, and an official receipt must be obtained.<br><br>All procurement appeals must be submitted **within seven (07) working days** from the date the bidder is informed by the Secretary of the Ministry of Public Security and Parliamentary Affairs of the intention to award the contract to the successful bidder.<br><br>Each appeal shall be addressed to the Secretary, Ministry of Public Security and Parliamentary Affairs, 18th Floor, Suhurupaya, Battaramulla. |

# Section – III Form of Bid & Qualification Information

Name of Contract **Selection of a Service Provider for Providing Routine and breakdown Maintenance Service for the Fire Detection System at the Secretariat for Personal Identification "Suhurupaya" Building Battaramulla – Year 2027.**
**IFB No: PS/03/PB/09/38/26**

To: **Secretary, Ministry of Public Security and Parliamentary Affairs**
Gentleman,

1. Having examined the Bidding Document - **Procurement of Non-Consultant Services – 2026** Specifications, Drawings and Bills of Quantities and addenda for the execution of the above-named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees.....…… …… (SL Rs.....) or such other sums as may be ascertained in accordance with the said Conditions.

2. We/I acknowledge that the Schedule forms part of our Bid.

3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.

4. We/I agree to abide by this bid for the period stated in the Sub-Clause 11 of Instructions to Bidders or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us/me.

6. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this ..... day of ..... 2026 in the capacity of ..... duly authorized to sign Tenders for and on behalf of .....

(IN BLOCK CAPITALS)

Signature : .....

Name : .....

Designation : .....

Address : .....

Witness : .....

# QUALIFICATION INFORMATION

*(To be completed by the Bidder and submitted with the Bid)*

| **Schedule A –Experience in Similar Assignments last three years**<br>**(enclosed in envelope marked, " Envelope 1 – Qualification and Experience Information)** | | | | |
|---|---|---|---|---|
| **Period** | **Employer** | **Description of Works** | **Amount** | **Contractor's Responsibility (%)** |
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| | | Total | | |

**……..**
**Signature of the Bidder**

| **Schedule C - Key Staff**<br>**[If requested under ITB clause 20.3 only)**<br>**(enclosed in envelope marked, "Envelope 1 – Qualification and Experience Information)** | | |
|---|---|---|
| **Name** | **Position** | **Task** |
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| **Schedule D –Equipment Proposed**<br>**[If requested under ITB clause 20.3 only)**<br>**(enclosed in envelope marked, "Envelope 1 – Qualification and Experience Information)** | | |
|---|---|---|
| **Type** | **Capacity** | **Number** |
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# Section IV. Conditions of Contract

## 1. General Provisions

**1.1 Definitions** Unless the context other wise requires, the following terms whenever used in this Contract have the following meanings:

(a) "Activity Schedule" is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Bid;

(d) "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Employer

(c) "Contract" means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract;

(d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;

(e) "Employer" means the party who employs the Service Provider

(f) "Party" means the Employer or the Service Provider, as the case may be, and "Parties" means both of them;

(g) "Personnel" means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;

(h) "Service Provider" is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;

(i) "Service Provider's Bid" means the completed bidding document submitted by the Service Provider to the Employer

(j) "Employer's Requirements" means the Employer's Requirements of the service included in the bidding document submitted by the Service Provider to the Employer

(k) "Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Employer's Requirements and Schedule of Activities included in the Service Provider's Bid.

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**1.2 Applicable Law** The Contracts hall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.

**1.3 Language** This Contract has been executed in English Language

**1.4 Notices** Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, to such Party at the address specified in the Contract Data.

**1.5 Location** The Services shall be performed at such locations as are specified in Appendix A, in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.

**1.6 Authorized Representatives** Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.

## 2. Commencement, Completion, Modification, and Termination of Contract

**2.1 Effectiveness of Contract** This Contracts hall come into effect on the date the Contract is signed by either parties or such other later date as may be stated in the Contract Data.

**2.2 Starting Date** The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the Contract Data.

**2.3 Intended Completion Date** Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8.Inthis case, the Completion Date will be the date of completion of all activities.

**2.5 Force Majeure**

**2.5.1 Definition** For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

**2.5.2 No Breach of Contract** The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

**2.5.3 Extension of Time**

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

**2.5.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall been titled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

**2.6 Termination**

**2.6.1 By the Employer**

The Employer may terminate this Contract, by not less than thirty (14) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and sixty (28) days' in the case of the event referred to in (f):

(a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing;

(b) if the Service Provider become in solvent or bank upt;

(c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

(d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9;

(e) if the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 3.8.1 and the Contract Data.;

(f) if the Employer, in its sole discretion, decides to terminate this Contract.

**2.6.2 By the Service provider**

The Service Provider may terminate this Contract by not less than thirty (30) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.2:

(a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-two (42) days after receiving written notice from the Service Provider that such payment is overdue; or

(b) if, as the result of Force Majeure, the Service Providers are unable to perform a material portion of the Services for a period of not less than fifty six (56) days.

**2.6.3 Payment upon Termination**

Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider:

(a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;

(b) except in the case of termination pursuant to paragraphs (a),(b),(d), (e) of Clause2.6.1,reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

## 3. Obligations of the Service Provider

**3.1 General**

The Service Providers shall perform the Services in accordance with the Employer's Requirements and the Activity Schedule, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.

**3.3 Confidentiality**

The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

**3.5 Service Providers' Actions Requiring Employer's Prior Approval**

The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:

(a) entering into a subcontract for the performance of any part of the Services,

(b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),

(c) changing the Program of activities; and

(d) any other action that may be specified in the Contract Data.

**3.6 Reporting Obligations**

The Service Providers shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

**3.7 Documents Prepared by the Service Providers to Be the Property of the Employer**

All plans, drawings, Employer's Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory there of. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.

**3.8 Liquidated Damages**

**3.8.1 Payments of Liquidated Damages**

The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

**3.8.2 Correction for Over - payment**

If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5

**3.9 Performance Security**

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.

## 4. Service Provider's Personnel

**4.1 Description of Personnel**

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are here by approved by the Employer.

**4.2 Removal and/or Replacement of Personnel**

(a) Except as the Employer may otherwise agree, no changes shall be made in the Key personnel. If, for any reason be yond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.

(b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a

criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.

(c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

## 5. Obligations of the Employer

**5.1 Assistance and Exemptions** The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC.

**5.2 Change in the Applicable Law** If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2 (a) or (b), as the case may be.

**5.3 Services and Facilities** The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.

## 6. Payments to the Service Provider

**6.1 Lump-Sum Remuneration** The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Providers in carry in gout the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be in creased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3 .

**6.2 Contract Price** The Contract Price is set forth in the Contract Data.

**6.3 Payment for Additional Services, and Performance Incentive Compensation** For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D.

**6.4 Terms and Conditions of Payment** Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. Unless other wise stated in, the Contract Data, first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the Contract Data .Any other payment shall be made after

the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.

**6.5 Interest on Delayed Payments**

If the Employer has delayed payments beyond fifteen (28) days after the due date stated in the Contract Data, interest shall be paid to the Service Provider for each day of delay at the rate stated in the Contract Data.

## 7. Quality Control

**7.1 Identifying Defects**

The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.

**7.2 Correction of Defects, and Lack of Performance Penalty**

(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected..

(b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect with in the length of time specified by the Employer's notice.

(c) If the Service Provider has not corrected a Defect with in the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8 .

## 8. Settlement of Disputes

**8.1 Amicable Settlement**

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

**8.2 Dispute Settlement**

8.2.1 Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was no settled amicably in as with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.

8.2.2 The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3.

8.2.3 The Party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.

## Section – V Contract Data

***(Amendments of, and Supplements to, Clauses in the General Conditions of Contract*)**

| Number of GC Clause | |
|---|---|
| **(1.1)** | The contract name is<br>**Selection of a Service Provider for Providing Routine and breakdown Maintenance Service for the Fire Detection System at the Secretariat for Personal Identification "Suhurupaya" Building Battaramulla – Year 2027.**<br>**IFB No: PS/03/PB/09/38/26** |
| **(1.1)** | The Employer is<br><br>Name : Secretary<br>Address : Ministry of Public Security and Parliamentary Affairs, 18th Floor, "Suhurupaya", Battaramulla.<br><br>Name of Authorized Representative:<br>Name : Additional Secretary (Admin and Police),<br><br>Address: Ministry of Public Security and Parliamentary Affairs,<br>18th Floor, "Suhurupaya",<br>Battaramulla<br><br>Tel No. - 011- 2887750<br>Email Address - adsec_admin@pubsec.gov.lk |
| **(1.1)** | The Engineer is:<br><br>Name: Director (Engineer)<br>Address: Ministry of Public Security and Parliamentary Affairs,<br>18th Floor, "Suhurupaya",,<br>Battaramulla<br>Tel No. - 011- 2887307<br>Email Address - direng@pubsec.gov.lk<br><br>The Engineer's Representative:<br>Name: Director Sri Lanka Army Security & Engineer Services Branch<br><br>Address: 8th Floor, "Suhurupaya",,<br>Battaramulla<br>Tel No: 011-2867011 |

| | |
|---|---|
| **(1.1)** | The Service Provider is:<br><br>Name: …….<br><br>Address: ……..…<br>……..…<br>…….<br>…….<br><br>Tel No. -<br>Email Address - |
| **(1.1)** | The Works consists of **Service of Fire Detection System**<br><br>This contract is a **Lump Sum contract.**<br><br>Work to be executed under the contract comprise the following:<br><br>(a) The testing of required tests in accordance to the specifications therein and as directed by the Engineer.<br>(b) All other works associated with the above for the completion of the Works as specified in contract. |
| **(2.1)** | The Start Date Will be date of issue after Completion of Agreement Process the Letter of Acceptance. |
| **(2.3)** | As Per the Bidding Data (1.2) |
| **(3.8)** | **Not Applicable.** |
| **(3.9)** | A Performance Security shall be required.<br><br>The Supplier shall, within fourteen (14) days of notification of contract award, provide a Performance Security in the amount of ten percent (5%) of the total contract sum for the due performance of the contract. (as per the format given in Section VIII Contract forms)<br>• The Performance Security shall be an unconditional on-demand bank guarantee issued by a Commercial Bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka.<br>• The Performance Security shall remain valid for the contract period and 28 days.<br>• The beneficiary of the Performance Security shall be the Secretary, Ministry of Public Security and Parliamentary Affairs. |
| **(6.4)** | **Credit.** |
| **(6.5)** | Payment Method **Credit.** |

# Section – VI Employer's Requirements and Drawings

# Scope of work

**Selection of a Service Provider for Providing Routine and breakdown Maintenance Service for the Fire Detection System at the Secretariat for Personal Identification "Suhurupaya" Building Battaramulla – Year 2027.**

## 1. Introduction

The Secretariat for Personal Identification at the "Suhurupaya" Building Battaramulla, is equipped with a fire detection System comprising addressable type fire detection system, FM 200 system, two way communication system and associated electronic and electrical components.

In order to ensure the reliable, safe and energy-efficient operation of the Fire Detection System, it is proposed to enter into an Annual Service and Maintenance Agreement with a qualified and experienced service provider for servicing following Service should be done in two times per year.

a) Addressable Fire Alarm Main Panel – Ziton ZP3 - 01
Country of origin – UK
b) Addressable Repeater Panels – Ziton ZP3 - 04
Country of origin – UK
c) Addressable Smoke Detectors – Ziton ZP730-2P - 994
Country of origin – South Africa
d) Addressable Heat Detectors – Ziton ZP720-3P - 189
Country of origin – South Africa
e) Manual Call Points – Ziton ZP785-3 - 101
Country of origin – South Africa
f) Alarm Bells – Ziton ZP755HA-2R - 102
Country of origin – South Africa
g) Control Modules / Interfaces - 01 system
Country of origin – South Africa
h) Fire Alarm Monitoring PC / System Software - 01 system
Country of origin – UK
i) Fire Detection & Alarm System – operating-point tests - 01 system
Country of origin – UK
j) Standby Power Supply / Batteries - 01 system
k) FM-200 Fire Suppression Control System – Fike Cheetah - 01 system
Country of origin – United States
l) FM-200 Cylinders – HFC-227ea - 03
Country of origin – United States
m) Two-Way Communication System – EVC-7790P / DR-320 - 01 system
Country of origin – UK
n) 10-zone and 20-zone Acclaim communication equipment - 01 system
Country of origin – UK

## 2. Fire detection system Services

The Contractor shall carry out comprehensive preventive maintenance of fire detection system in accordance with the Original Equipment Manufacturers (OEM) recommendations, internationally accepted industry standards, and the requirements specified in this Employer's Requirements.

The maintenance activities listed below represent the **minimum mandatory scope of work**. These activities **shall not be considered exhaustive or limiting**. The Contractor shall include and perform any additional inspections, tests, adjustments, calibrations, cleaning, lubrication, replacement of consumables, performance checks, or other maintenance procedures recommended by the Original Equipment Manufacturer (OEM) or considered necessary to ensure the safe, reliable, and efficient operation of the equipment throughout the contract period, **without any additional cost to the Employer**.

Where the Contractor proposes any additional manufacturer-recommended maintenance activities not listed herein, such activities shall be clearly identified in the service proposal and shall be subject to the review and acceptance of the Employer prior to implementation.

The Contractor shall complete, as a minimum, the following maintenance activities during each scheduled preventive maintenance service and record the results in the service report.

**Equipment and Service Items Included**

| Item | Equipment / System | Qty. | Frequency | Minimum Service Activities | Service provider response |
|---|---|---|---|---|---|
| 1 | Addressable Fire Alarm Main Panel – Ziton ZP3 Country of origin – UK | 01 | 2services/year | Clean panel; inspect PSU, batteries, indicators/display, controls, event/fault log, wiring and PCBs; verify normal, alarm and fault operation and software/interface operation. | |
| 2 | Addressable Repeater Panels – Ziton ZP3 Country of origin – UK | 04 | 2services/year | Clean and inspect each repeater; verify communication with main panel; check indicators, controls, wiring and PCB condition; test alarm/fault annunciation. | |

| Item | Equipment / System | Qty. | Frequency | Minimum Service Activities | Service provider response |
|---|---|---|---|---|---|
| 3 | Addressable Smoke Detectors – Ziton ZP730-2P Country of origin – South Africa | 994 | 2services/year | Clean the outside & vents; use vacuum with soft brush attachment to gentle clean the outside vents and slots. Clean the inside (sensing chamber); open the cover and use a soft – bristle brush to gentle clean around the sensing *chamber*. Inspect bases and connections; carry out functional/alarm testing; check contamination/fault indications and record defective units. | |
| 4 | Addressable Heat Detectors – Ziton ZP720-3P Country of origin – South Africa | 189 | 2services/year | Clean and inspect detectors/bases; use vacuum with soft brush attachment to gentle clean the outside vents and slots. Clean the inside (sensing chamber); open the cover and use a soft – bristle brush to gental clean around the sensing chamber. check wiring and physical condition; carry out functional/alarm testing and identify defective devices. | |
| 5 | Manual Call Points – Ziton ZP785-3 Country of origin – South Africa | 101 | 2services/year | Clean and inspect; operate/test alarm initiation; verify address, indication, wiring and communication to panel; reset after testing. | |
| 6 | Alarm Bells – Ziton ZP755HA-2R Country of origin – South Africa | 102 | 2services/year | Inspect, clean and function-test; verify sound output, wiring, mounting and operation from the fire alarm system. | |

| Item | Equipment / System | Qty. | Frequency | Minimum Service Activities | Service provider response |
|---|---|---|---|---|---|
| 7 | Control Modules / Interfaces Country of origin – South Africa | As installed | 2services/year | Inspect modules and wiring; verify input/output operation, supervision, communication and correct interface operation with connected equipment. | |
| 8 | Fire Alarm Monitoring PC / System Software Country of origin – UK | 01 system | 2services/year | Check PC/system status, communication, event/alarm history, software operation, fault indications and interface with the fire alarm system. | |
| 9 | Fire Detection & Alarm System – operating-point tests Country of origin – UK | System | 2services/year | Carry out functional tests at selected operating points and verify alarm transmission, indication, bells, controls and system reset. | |
| 10 | Standby Power Supply / Batteries | System | 2services/year | Inspect battery condition, terminals, charger/PSU, voltage and visible condition; verify standby power availability and record observations. | |
| 11 | FM-200 Fire Suppression Control System – Fike Cheetah Country of origin – United States | 01 system | 2services/year | Clean/inspect control panel; fault finding and troubleshooting; check working condition; inspect wiring and PCBs; check standby battery/PSU and alarm/release control functions. | |
| 12 | FM-200 Cylinders – HFC-227ea Country of origin – United States | 03 | 2services/year | Inspect cylinder condition, pressure indication, mounting and associated release components; check for visible leakage/damage. | |

| Item | Equipment / System | Qty. | Frequency | Minimum Service Activities | Service provider response |
|---|---|---|---|---|---|
| | | | | Recharge/replacement only where separately approved. | |
| 13 | Two-Way Communication System – EVC-7790P / DR-320 Country of origin – UK | 01 system | 2services/year | Clean and inspect control panel; fault finding/troubleshooting; check working condition; inspect wiring and PCBs; check standby power/battery; Test all handsets and communication functions. | |
| 14 | 10-zone and 20-zone Acclaim communication equipment Country of origin – UK | As installed | 2services/year | Verify zone operation, communication, handsets, indicators, wiring and fault supervision; record defective zones/devices. | |

## 3. General Conditions

a. The bidder **should have more than 5 years' experience in similar capacity** service in fire detection system.

b. The contract period shall be **one (01) year**, during which the Contractor shall carry out **two (02) scheduled preventive maintenance services**, with **one service performed every six (06) months**.

c. In addition to the scheduled quarterly maintenance, the Contractor shall provide **24-hour on-call emergency breakdown service** throughout the contract period. Upon notification by the Employer, qualified service personnel shall attend the site promptly to diagnose and rectify faults to restore the system to normal operation as follow:

i. If major break down attend within **8 hours**
ii. If minor break down attend within **24 hours**

d. Emergency response, troubleshooting and labour costs shall be included under the service agreement for 12 times per service covered year that is except attending normal maintenance of specified equipment.

e. Each scheduled visit shall include inspection, cleaning, testing, functional verification, fault diagnosis and servicing of all equipment listed below, including associated wiring, interfaces, batteries, control modules and system software where applicable.

f. The Service Provider shall submit a detailed service report after each visit identifying equipment tested, test results, faults found, corrective action taken, outstanding defects, quotations and recommendations.

g. Maintenance period or break down time, if required replacement spares parts, shall be supplied only after obtaining prior approval from the Employer.

h. If the Contractor fails to attend emergency breakdowns within the specified response times on **three (3) occasions** during the contract period, the Employer reserves the right to engage another service provider to carry out the required work. The additional costs incurred by the Employer shall be recovered from any monies due to the Contractor or, where such monies are insufficient, from the **Performance Security/Performance Guarantee**, without prejudice to any other rights or remedies available under the Contract..

i. Upon completion of each quarterly service, a detailed preventive maintenance report, operational test results and recommendations shall be submitted to the Employer for certification.

j. The Service Provider shall submit all software license and passwords relevant to the fire detection system.

k.

l. During each scheduled maintenance service, the Contractor shall ensure that **a qualified Engineer remains on site to supervise the maintenance activities**, and that **a sufficient number of qualified and experienced Technicians** are deployed to complete the work safely, efficiently and within the scheduled maintenance period..

m. The Bidder shall allow the Employer's representatives to carry out site inspections and inspect the maintenance work before the commencement of the services and at any time during the execution of the contract.

## 4. Warranty

a. All maintenance work shall be warranted for ninety (90) days from the date of completion of each preventive maintenance service.

b. The Contractor shall be fully responsible for any damage caused to the Employer's equipment due to negligence during maintenance.

## 5. Safety Requirements

The Contractor shall comply with all applicable safety regulations and site safety requirements during the execution of the works. As a minimum, the Contractor shall:

a. Implement **Lock-Out/Tag-Out (LOTO)** procedures before carrying out maintenance on electrical or mechanical equipment.
b. Ensure that all personnel wear appropriate **Personal Protective Equipment (PPE)**.
c. Obtain the necessary **Permit to Work** before commencing maintenance activities.
d. Ensure proper **electrical isolation** before working on any energized equipment.
e. Be responsible for the safety of personnel, equipment and surrounding property throughout the contract period.

## 6. Payment Terms

a) The annual Contract Price shall be paid in three installments, Advance payment and subject to satisfactory completion certification of final comprehensive service and submission of the required service report and invoice.
b) Advance for commence the service: 20% of the Contract Price shall be paid on the commencement date against the submission of a bank guarantee for the same.
c) Progress payments shall be made against the following service milestones, subject to certification by the Employer that the Services have been satisfactorily completed:
d) First service – 40% of the Annual Contract Price.
e) Second service – 40% of the Annual Contract Price.
f) No further progress payment shall be due unless expressly approved for additional services outside the agreed scope.
g) If the Employer does not provide or refuse certification in writing within the period specified in the Conditions of Contract after receipt of the service report and corresponding invoice, the certification and payment shall be dealt with in accordance with the applicable Conditions of Contract.
h) The bank guarantee shall be released when the total payments reach sixty (60%) percent of the lump-sum amount.

## 7. Submission

The following information shall be provided by the Bidder together with the bid. Failure to provide the required information may result in the bid being considered non-responsive.

a. State whether any part of the services will be subcontracted to a second or third party (Mandatory).
b. If subcontracting is proposed, provide the name and address of the subcontractor(s).
c. Confirmation whether the Bidder has inspected the equipment/site prior to submitting the quotation.
d. Credit facility/payment terms (A credit facility shall be provided).
e. 3 years' experience in similar capacity service in chiller plant and submit details with bid according to following format other than the Section III form of qualification information.

| **Ser No** | **Project or customer name** | **Service period (year/years)** | **Total cooling capacity(kw)** | **Contact person name** | **Mobile No** |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

f. The service provider should submit the company profile with bid.
g. Documentary evidence, including technical data sheets, safety data sheets (SDS) and, product specifications shall be submitted with the bid.

# Section – VII Activity Schedule

**ACTIVITY SCHEDULE FOR SELECTION OF A SERVICE PROVIDER FOR PROVIDING ROUTINE AND BREAKDOWN MAINTENANCE SERVICE FOR THE FIRE DETECTION SYSTEM AT THE SECRETARIAT FOR PERSONAL IDENTIFICATION "SUHURUPAYA" BUILDING BATTARAMULLA – YEAR 2027. IFB No: PS/03/PB/09/38/26**

| No. | Service Activity | Qty. | Unit | Unit Rate | Total |
|---|---|---|---|---|---|
| 1 | Comprehensive servicing of addressable fire alarm main panel and repeater panels | 01+04 | Lot | | |
| 2 | Cleaning, inspection and functional testing of addressable smoke detectors | 994 | Nos. | | |
| 3 | Cleaning, inspection and functional testing of addressable heat detectors | 189 | Nos. | | |
| 4 | Servicing and functional testing of manual call points | 101 | Nos. | | |
| 5 | Servicing and functional testing of alarm bells | 102 | Nos. | | |
| 6 | Inspection/testing of control modules/interfaces and associated wiring | As installed | Lot | | |
| 7 | Inspection/testing of fire alarm monitoring PC and system software | 01 | Lot | | |
| 8 | Functional tests at selected operating points of fire detection and alarm system | System | Lot | | |
| 9 | Inspection/testing of standby power supply and batteries | System | Lot | | |
| 10 | Servicing/testing of Fike Cheetah FM-200 control system | 01 | Lot | | |
| 11 | Inspection of HFC-227ea FM-200 cylinders, pressure and associated release equipment | 03 | Nos. | | |
| 12 | servicing/testing of EVC-7790P / DR-320 two-way communication system, including Acclaim equipment and handsets | system | Lot | | |
| 13 | **Total** | | | | |
| 14 | **VAT** | | | | |
| 15 | **Grand total** | | | | |

Date……...

Company Seal and signature…….....

# Section – VIII Forms of Securities

# Bid Guarantee

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

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

*** Beneficiary:** Secretary, Ministry of Public Security and Parliamentary Affairs,
18th Floor, Suhurupaya,
Battaramulla.

**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 supply of *[insert name of supplier]* under invitation for Bids. No---------- Furthermore, we understand that, according to your quotation, Bids must be supported by a Bid guaranty

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

(a) has withdrawn its Bids during the period of bid validity specified; or

*(b)* does not accept the correction of errors in accordance with instructions to Bidders (hereinafter "the ITB "); or

(c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the contract from, if required, or (ii) fails or refuse to furnish 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)]

# ACCEPTABLE FORMAT FOR PERFORMANCE GUARANTEE/SECURITY

_____[Issuing Agency's Name, and Address of Issuing Branch or Office]_____
**Beneficiary:** Secretary, Ministry of Public Security and Parliamentary Affairs
**Date:** _____

**PERFORMENCE GUARANTEE/SECURITY 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 or Supply] (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 of figures] (_____) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.
This guarantee shall expire, no later than the _____ day of _____, 20_____ [insert 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.

_____
signature(s)]

# Non-collusion Declaration

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that;

(a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;

(b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No. …….);

(c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

…..……

Signature of the Declarant

# DESCRIPTION OF THE SERVICES

**Selection of a Service Provider for Providing Routine and breakdown Maintenance Service for the Fire Detection System at the Secretariat for Personal Identification “Suhurupaya” Building Battaramulla – Year 2027.**

The Contractor shall carry out comprehensive preventive maintenance of fire detection system in accordance with the Original Equipment Manufacturers (OEM) recommendations, internationally accepted industry standards, and the requirements specified in this Employer's Requirements.

The maintenance activities listed below represent the **minimum mandatory scope of work**. These activities **shall not be considered exhaustive or limiting**. The Contractor shall include and perform any additional inspections, tests, adjustments, calibrations, cleaning, lubrication, replacement of consumables, performance checks, or other maintenance procedures recommended by the Original Equipment Manufacturer (OEM) or considered necessary to ensure the safe, reliable, and efficient operation of the equipment throughout the contract period, **without any additional cost to the Employer**.

Where the Contractor proposes any additional manufacturer-recommended maintenance activities not listed herein, such activities shall be clearly identified in the service proposal and shall be subject to the review and acceptance of the Employer prior to implementation.

The Contractor shall complete, as a minimum, the following maintenance activities during each scheduled preventive maintenance service and record the results in the service report.

**Equipment and Service Items Included**

| Item | Equipment / System | Qty. | Frequency | Minimum Service Activities | Service provider response |
|---|---|---|---|---|---|
| 1 | Addressable Fire Alarm Main Panel – Ziton ZP3 Country of origin – UK | 01 | 2services/year | Clean panel; inspect PSU, batteries, indicators/display, controls, event/fault log, wiring and PCBs; verify normal, alarm and fault operation and software/interface operation. | |
| 2 | Addressable Repeater Panels – Ziton ZP3 Country of origin – UK | 04 | 2services/year | Clean and inspect each repeater; verify communication with main panel; check indicators, controls, wiring and PCB | |

| Item | Equipment / System | Qty. | Frequency | Minimum Service Activities | Service provider response |
|---|---|---|---|---|---|
| | | | | condition; test alarm/fault annunciation. | |
| 3 | Addressable Smoke Detectors – Ziton ZP730-2P Country of origin – South Africa | 994 | 2services/year | Clean the outside & vents; use vacuum with soft brush attachment to gentle clean the outside vents and slots. Clean the inside (sensing chamber); open the cover and use a soft – bristle brush to gentle clean around the sensing *chamber*. Inspect bases and connections; carry out functional/alarm testing; check contamination/fault indications and record defective units. | |
| 4 | Addressable Heat Detectors – Ziton ZP720-3P Country of origin – South Africa | 189 | 2services/year | Clean and inspect detectors/bases; use vacuum with soft brush attachment to gentle clean the outside vents and slots. Clean the inside (sensing chamber); open the cover and use a soft – bristle brush to gental clean around the sensing chamber. check wiring and physical condition; carry out functional/alarm testing and identify defective devices. | |
| 5 | Manual Call Points – Ziton ZP785-3 Country of origin – South Africa | 101 | 2services/year | Clean and inspect; operate/test alarm initiation; verify address, indication, wiring and communication to panel; reset after testing. | |
| 6 | Alarm Bells – Ziton ZP755HA- | 102 | 2services/year | Inspect, clean and function-test; verify sound | |

| Item | Equipment / System | Qty. | Frequency | Minimum Service Activities | Service provider response |
|---|---|---|---|---|---|
| | 2R<br>Country of origin – South Africa | | | output, wiring, mounting and operation from the fire alarm system. | |
| 7 | Control Modules / Interfaces<br>Country of origin – South Africa | As installed | 2services/year | Inspect modules and wiring; verify input/output operation, supervision, communication and correct interface operation with connected equipment. | |
| 8 | Fire Alarm Monitoring PC / System Software<br>Country of origin – UK | 01 system | 2services/year | Check PC/system status, communication, event/alarm history, software operation, fault indications and interface with the fire alarm system. | |
| 9 | Fire Detection & Alarm System – operating-point tests<br>Country of origin – UK | System | 2services/year | Carry out functional tests at selected operating points and verify alarm transmission, indication, bells, controls and system reset. | |
| 10 | Standby Power Supply / Batteries | System | 2services/year | Inspect battery condition, terminals, charger/PSU, voltage and visible condition; verify standby power availability and record observations. | |
| 11 | FM-200 Fire Suppression Control System – Fike Cheetah<br>Country of origin – United States | 01 system | 2services/year | Clean/inspect control panel; fault finding and troubleshooting; check working condition; inspect wiring and PCBs; check standby battery/PSU and alarm/release control functions. | |
| 12 | FM-200 Cylinders – | 03 | 2services/year | Inspect cylinder condition, pressure indication, | |

| Item | Equipment / System | Qty. | Frequency | Minimum Service Activities | Service provider response |
|---|---|---|---|---|---|
| | HFC-227ea Country of origin – United States | | | mounting and associated release components; check for visible leakage/damage. Recharge/replacement only where separately approved. | |
| 13 | Two-Way Communication System – EVC-7790P / DR-320 Country of origin – UK | 01 system | 2services/year | Clean and inspect control panel; fault finding/troubleshooting; check working condition; inspect wiring and PCBs; check standby power/battery; Test all handsets and communication functions. | |
| 14 | 10-zone and 20-zone Acclaim communication equipment Country of origin – UK | As installed | 2services/year | Verify zone operation, communication, handsets, indicators, wiring and fault supervision; record defective zones/devices. | |

| Check List | | |
|---|---|---|

| | | |
|---|---|---|
| a. | Business Registration | |
| b. | Copy of VAT Registration Certificate | |
| c | Legal Status (Sole proprietor, Partnership, Company etc.) | |
| d | Experience in Similar Assignments last three years. | |
| e | Work Plan and Methodology | |
| f | Key Staff. | |
| g | Equipment Proposed. | |
| h | Client's Reference. | |
| i | Annual Turn-over Information. | |
| j | Section – III Form of Bid & Qualification Information | |
| k | Section – V Contract Data | |
| l | Section – VI Employer's Requirements and Drawings | |
| n | Section – VII Activity Schedule | |
| m | Bid Guarantee | |
| o | Non-collusion Declaration | |
| p | Appendix A—Description of the Services | |
| q | PCA 3 (If the contract price is more than Rs.5Mn) | |