

Volume - 2

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Section II.

Bidding Data Sheet (BDS)

The following specific data for the service to be obtained shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause	A- General
ITB 1.1	Employer, Rajarata University of Sri Lanka Contract: Provisions of Security Service for Rajarata University of Sri Lanka 2023/2024.
ITB 1.1	The name and identification number of the Contract are: Name – Provisions of Security Service for Rajarata University of Sri Lanka 2023/2024 Contract identification No – RJT/ADM/AD4/01/2023-2024
ITB 2.1	The source of funding is: GOSL funds
ITB 4.4.	Foreign bidders are not allowed to bid
	B. Contents of Bidding Documents
ITB 7.1	If any Clarification needed, please contact; Attention: Assistant Registrar/Administration Address: Rajarata University of Sri Lanka, Mihinthale Telephone: 025-2266781 Electronic mail address: ar.admin@rjt.ac.lk
	C. Preparation of Bids
ITB 11.1	1. Following Details relevant to evaluate bidder's capacity need to be attached a. List of Service in similar size and contracts performed for last three years; (2019,2020,2021)

	<p>b. Experience in service of a similar nature for each of the last three years and details of services under way or contractually committed: and names and addresses of clients who may be contacted for further information.</p> <p>c. Attach certified copy of license by the Ministry of Defense for 2021. The bidder should have valid license for 2022 at the time of contract awarding.</p> <p>d. Reference letters from clients on bidder’s past performance;</p> <p>e. Valid Business Registration for the relevance service</p> <p>f. Copy of VAT Registration – If the bidder has not registered for the collection of VAT a letter stating that the bidder has exempted for collection of VAT from the Commissioner of the Department of Inland Revenue should be submitted with his Bid. Any Bids which are not satisfying above will be rejected.</p> <p>2. Details relevant to evaluate the financial capacity of bidder such as audited accounts turnover within recent last three years. Banker’s details etc.</p>												
ITB 14	Needed to be made relevance for the required contract of provision of Security services												
ITB 17	Need to be made relevance for the required contract of provision of Security services												
ITB 19	The period of Bid Validity shall be 27.02.2023.												
ITB 20	<table border="1"> <thead> <tr> <th colspan="2">Premises</th> <th>Bid Security Amount (Rs.)</th> <th>Validity Up to</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Mihinthale Premises</td> <td>250,000.00</td> <td>27.03.2023</td> </tr> <tr> <td>02</td> <td>Faculty of Agriculture and Faculty of Medicine</td> <td>250,000.00</td> <td>27.03.2023</td> </tr> </tbody> </table> <p>Should be a cash or bank guarantee issued from a bank registered under Central Bank of Sri Lanka</p>	Premises		Bid Security Amount (Rs.)	Validity Up to	01	Mihinthale Premises	250,000.00	27.03.2023	02	Faculty of Agriculture and Faculty of Medicine	250,000.00	27.03.2023
Premises		Bid Security Amount (Rs.)	Validity Up to										
01	Mihinthale Premises	250,000.00	27.03.2023										
02	Faculty of Agriculture and Faculty of Medicine	250,000.00	27.03.2023										
	Submission and Opening of Bids												
ITB 22	The Employer’s address for the purpose of Bid submission is :												

	<p>THE CHAIRPERSON DEPARTMENT PROCURMENT COMMITTEE RAJARATA UNIVERSITY OF SRI LANKA MIHINTALE</p> <p>For identification of the bid, the envelopes should indicate:</p> <p>Contract: Provision of Security Service for Rajarata University of Sri Lanka 2023/2024.</p> <p>Contract No : RJT/ADM/AD4/ 01/2023-2024</p>
ITB 23	The deadline for submission of bids shall be at 14.00 hrs, on 28.11.2022
ITB 26	<p>Bid opening shall be at 14.00hrs, on 28.11.2022 at the following address</p> <p style="text-align: center;">Office of the Registrar, 2nd Floor Administration Building Rajarata University of Sri Lanka Mihinthale</p>
	E. Evaluation and Comparison of Bids
ITB 30	Needed to be made relevance for the required contract of provision of Security services
ITB 34	Domestic preference is not applicable
ITB 37	<p>Post qualifications:</p> <p>Experience in similar or higher assignments;</p> <p>The determination will take in to account the Bidder's involvement in the similar or higher assignments in the last three years. (2019,2020,2021)</p> <p>Key Staff</p> <p>The determination will take in to account the bidder's proposed approach including the allocation of number of qualified Security officers as mentioned in Section IV in providing the service. Visiting Officers, OIC, SSO are considered as key staff and curriculum vitae of those Officers should be sent after the appointments.</p> <p>Client's Reference</p> <p>The references made by previous clients about the quality of the services provided by the bidder will be evaluated.</p> <p>Financial Capability</p> <p>All financial aspects including the Annual Turnover and other financial information including favorable working capital will be evaluated. The bidder must have an annual turnover not less than Rs. 36 Mn</p>

	The bidder should have bank credit facility of Rs. 4 Mn for each premises from a commercial bank registered under Central Bank of Sri Lanka. Certification Should be attached.
	F - Award of Contract
ITB 40	As per the requirement of the University.
ITB 43	The performance security acceptable to the Employer shall be an unconditional bank guarantee obtain from a bank registered under the Central Bank of Sri Lanka to an amount equal to 5% of the annual contract price.

SECTION III

EVALUATION AND QUALIFICATION CRITERIA

1. Evaluation Criteria (ITB 35.3 (d))

The contractor's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, following factors as specified in BDS (Bidding Data Sheet) referring to ITB 35, as relevance to the provision of Security services of the bidder shall be considered.

2. Post qualification Requirements (ITB 37.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

If stated in the Bidding Data, all bidders shall include the following information and documents with their bids in Section VI: Forms of Bid and Qualification information.

- (a) List of Services performed for each of the last three years;
- (b) Experience in Services of a similar nature for each of the last three years, and details of Services under way of contractually committed, and names and address of clients who may be contacted for further information on those contracts;
- (c) Qualifications and experience of key staff proposed for the Contract, and the Bidders should also confirm to the statutory requirements where payments are made to its employees undue the Wages Board Ordinance, EPF and ETF etc;

Also, The Bidder shall furnish documentary evidence to demonstrate that the service it offers meet the following requirements

1. Experience in similar assignments;

The determination will take in to account the Bidder's involvement in the similar assignments in the last three years.(2019,2020,2021)

2. Key Staff

The determination will take in to account the bidder's proposed approach including the allocation of number of qualified Security Officers as mentioned in Section IV in providing the service.

Visiting Officers, OIC, SSO are considered as key staff and curriculum vitae of those Officers should be sent after the appointments.

3. Client's Reference

The references made by previous clients about the quality of the services provided by the bidder will be evaluated.

4. Financial Capability

All financial aspects including the Annual Turnover and other financial information including favorable working capital will be evaluated. The bidder must have an annual turnover not less than Rs. 36 Mn

The bidder should have bank credit facility of Rs. 4 Mn for each premises from a commercial bank registered under Central Bank of Sri Lanka. Certification Should be attached.

3. Domestic Preference (ITB 34.1)

Not applicable

SECTION IV

BIDDING FORMS

Form of Bid

Name of Contract : Provisions of Security Service for Rajarata University of Sri Lanka 2023/2024

To : Chairperson
Department Procurement Committee
Rajarata University
Mihintale

1. Having examined the Bidding Documents, We/I the undersigned, offer to provide the Security Service for the Rajarata University of Sri Lanka Contract No : RJT/ADM/AD4/01/2023/2024 in accordance with the conditions of contact, Employer's Requirements and Activity Schedule accompanying this Bid for the

Contract price of Rscents

(amount in figures) , (Rupees)

.....(amount in words) or any other sums as may be ascertained

In accordance with the said conditions.

a). Grand total per month (Including VAT) Rs

b). Grand total per month (Excluding VAT) in words Rs.....

c). Grand total per year (Including VAT) Rs.....

d). Grand total per year (Excluding VAT) in words Rs.....

e). VAT Registration Number.....

f). We/I acknowledge that the schedule forms part of our Bid.

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

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

Authorized Signature :

Name and Title of Signatory :

Name of Bidder :

Address :
:

Rubber Stamp

Telephone :

Fax No :

e-mail Address :

Witness Name :

Signature :

NIC No :

Address :
:

Forms of Security

Annex A Form : Bid Security (Bank Guarantee)

Whereas, [name of Bidder] (hereinafter called "the Bidder") has submitted his bid dated [date] for providing services for [name of Contract] (hereinafter called "the Bid").

Know all people by these presents that we [name of Agency] having our registered office at [address](hereinafter called "the Bank") are bound unto name of Employer] (hereinafter called "the Employer") in the sum of [The Bidder should insert the amount of the Guarantee in words and figures] for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this [day] of [month], [year].

The conditions of this obligation are :

- (1) If , after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder having been notified of the Form of Agreement in acceptance of his Bid by the Employer during the period of Bid validity.
 - (a) Fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) Fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) Does not accept the correction of the Bid Price pursuant to Clause 22.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer's having to substantiate his demand, provided that in his demand the Employer will note the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date [Usually 28 days after the end of the validity period of the Bid] days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than above date.

Date Signature of the Bank

Witness Seal

[signature, name and address]

PRICE SCHEDULE

Price Schedule 1

Premises 01 = Mihinthale Premises.

	a	b	C	
	Required Shifts per month	Rate per 12 hour Shift (Without VAT)	Amount for Month (Without VAT) (a x b)	Amount for One Year (Without VAT) (c x 12)
OIC	62		Rs.	Rs.
SSO	310		Rs.	Rs.
JSO/LSO	2232		Rs.	Rs.
Total without VAT			Rs.	Rs.
VAT			Rs.	Rs.
Grand Total with VAT			Rs.	Rs.

Name of the Bidder:.....

Signature of the Bidder

Rubber Seal

Date

Price Schedule 2

Premises 02 - Faculty of Agriculture & Faculty of Medicine Premises

	a	b	c	
	Required Shifts per month	Rate per 12 hour Shift (Without VAT)	Amount for Month (Without VAT) (a x b)	Amount for One Year (Without VAT) (c x 12)
OIC	62		Rs.	Rs.
SSO	124		Rs.	Rs.
JSO/LSO	2325		Rs.	Rs.
Total without VAT			Rs.	Rs.
VAT			Rs.	Rs.
Grand Total with VAT			Rs.	Rs.

Name of the Bidder:.....

Signature of the Bidder

Rubber Seal

Date

Qualification Information

Notes on Form of Qualification Information

The information to be filled in by bidders in the following pages will be used for purposes of bid evaluation as described in the Instructions to Bidders. Attach additional pages as necessary.

Schedule A -Experience in Similar Assignments last three years (2019/2020/2021)

Documentary evidence must be provided. If the documentary evidence are not attached will not be considered for evaluation (awarding letters & services completion letters etc.)

Period	Employer (Name and address)	Description of Works	No. of Security guard assigned per shift	Amount Per Month (Rs)	Contact details(Address, Fax or e-mail & Name of contact person)

Schedule B -List of Key Staff and responsibilities

Bidder should provide details of the allocated number of security guards per shift as given in the Activity Schedule.

1. Site organization (Provide details of supervisory staff, their responsibilities, authorities , dues etc.) refer section VII

 2. Number of Security guards required per shift, their age, experiences in similar assignment etc.
-

SECTION V

SCHEDULE OF REQUIREMENTS

Employer's Requirement

Section VI - Employer's Requirements

A - Description of the Services

A.1 Scope of the work

The Service Provider should ensure the security of all property of the University

1. Bidder need to be maintain the secure of the university properties and its activities. (Students, Properties, Staff Members and Security plan)

2. Bidder should indicate the cost of services as follows by considering the rates recommended by wages board ordinance for security service.
 - (a) Amount charged for a OIC per shift of 12 hours.
 - (b) Amount charged for a SSO per shift of 12 hours
 - (c) Amount charged for a JSO or LSO per shift of 12 hours

Bidder should comply to the labour legislation such as Wages Board Ordinance, National minimum wage of workers, act No 03 of 2016 and also comply to EPF, ETF and gratuity act, workman compensation ordinance and all the other related legislations are applicable.

3. Vice Chancellor/The Registrar will determine the additional security points and security personnel required above the approved number if and when necessary depending on the needs of the University.

4. All the staff engaged by the Bidder should be properly attired in proper uniforms and wearing their official ID card when they are on duty.
5. All the staff on duty should provide with the rain-coats, torches, Metal Detectors, Vehicles search mirrors, Illumination jackets. If applicable.
6. The visiting officer (authorized by the company) should visit at least once a month and need to be check their immediate requirements.

All security personal should wear their proper uniform such as, Respective uniform (LSO should wear sarees), Boots, Beret or cap with their badges, Respective ranks, Lanyard with whistle. And Ensure that every security persons should be issued with each 2 uniforms.
7. Bidder to be submits security personal uniformed color photos according to their rank wise. (OIC/SSO/JSO/LSO)
8. All stationary requirements should be provided by the bidder.
9. Names of all staff on duty on each day shall be given to the University authorities as authorized by the Vice Chancellor or the Registrar.
10. It should be specifically noted that the University reserves the right to request the withdrawal of any person on duty without assigning reasons
11. Only the persons with maturity, training and experience shall be employed for duty at the University and they need to be submit police report, along with their personal details.
12. The staff employed on duty shall comply with the instructions issued by the University authorities.
13. All the personnel on duty shall be supervised by a Senior Officer nominated by the University who shall liaise with the University authorities.
- 14.

15. The staff on duty should be well conversant with firefighting, first-aid and use of walkie-talkie communication equipment and other modern security equipment.
16. The staff engaged by the Bidder for duty in the University should report to the University authorities nominated by the Vice Chancellor or the Registrar on any matter involved with the students.
17. The security services should be provided round the clock and required number of Supervisors/Guards/LSO should be employed for each shift. **The failure to do so will result in deducting the 50% of the daily payment per shift at settlement of monthly bills and also It's request to maintain a stand by fleet of security officer in the festive and farming seasons.**
18. Bidders should fill the monthly bill for performing every item given in the Activity Schedule.
19. Minimum number of security guards required given in the each Sub Section is given to justify the quantum of work to be done. Bidders should inspect the buildings and area where the service should be provided and according to his plans he can increase the number of security guards to be provided and it should be indicated against proposed number of security guards.
20. All security guards should be in good health condition and OIC / SSO / JSO age between 22 - 55 years and LSO should age between 22 - 45 years and all staff should have good (Sinhala / Tamil) language literacy.
 - OIC - Ten years Experience in managing security services and ability to manage workforce etc.
 - SSO - Ten years Experience in controlling security services with ability to handling workforce etc.
 - JSO & LSO - Experience in working in the security services with 3 years.
21. If a particular security guard is found to be below 18 years or over 55 years age or is not in good health condition, the employer has the right to order the replacement of the particular security guards. The Employer's instruction in such situation is binding and the Service Provider should take immediate actions to replace them.

22. The Employer will not bear any responsibility for payments of EPF and ETF to service provider's security guards and the service provider should take all the responsibilities and actions to pay EPF and ETF according to labour regulations.

Bidder should comply to the labour legislation such as wages board ordinance, National minimum wage of workers, act No 03 of 2016 and also comply to EPF, ETF and gratuity act, workman compensation ordinance and all the other related legislations are applicable.

23. The suitable workmen compensation policy should be Maintained by the service provider for the benefit of security personals.

24. In addition to their duties OIC's and SSO's should be visited within the AOR at least 3 times per shift.

25. The security person are not allowed or entitled to organize any Kind of trade union activities. At all any losses happen to properties in the university premises due to any kind of trade union activities organized by security person the contractor should liable to settle such losses to the university.

26. Minimum rates gazetted by the wages board ordinance to security Industry should be considered by the contractor at the submission of quotations and making payments to security personals.

B.1 Performance Evaluation

To evaluate the performance of the Service Provider progress review meeting with the Service Provider or his authorized representatives and his supervisors to be once in two months. These meetings are chaired by the Registrar, Senior Assistant Registrar/Administration and Chief Security Officer of the University are attended.

Following criteria will be discussed at the meeting and the performance of the Service Provider shall be evaluated accordingly.

- (a) Quality of Service
- (b) Number of security guards assigned for each section
- (c) Failures of Service.

B.2 Schedule of payment

The monthly bill should be submitted to the Assistant Registrar / General Administration within two week of the subsequent month.

The Payments for bills will be arranged within the one month period from the date of submission of the bill.

B.3 Schedule of Requirements are attached as annexure 1 and 2

Section VI. Contract Data

Clauses in brackets are optional; all notes should be deleted in final text.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
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1.1 (e)	The contract name is Provision of Security Services for the Rajarata University of Sri Lanka. 2023/2024.
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1.1 (f)	The Employer is Vice Chancellor, Rajarata University of Sri Lanka, Mihinthale.
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1.1 (m)	The Member in Charge is [name of Member Leader of the Joint Venture] : N/A
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1.1 (p)	The Service Provider is [insert name]
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1.4	The addresses are:
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Employer	Vice Chancellor Rajarata University of Sri Lanka Mihintale
----------	--

Service Provider: *To be filled after selection*

.....

Attention :

Tele :

Facsimile :

1.6 The Authorized Representatives are

For the Employer : **Assistant Registrar /General Administration**

For the Service Provider:

2.1 The date on which this Contract shall come into effect is [date].

[Note: The date may be specified by reference to conditions of effectiveness of the Contract, such as approval of the Contract by the Bank, effectiveness of Bank Loan/IDA Credit, receipt by Service Provider of advance payment and by Employer of bank guarantee (see Clause 6.4), etc.]

2.2.1 The Starting Date for the commencement of Services is [date].]

2.3 The Intended Completion Date is [date].

3.4 Performance Guarantee shall be five percent (05%) of the annual Contract price

4.1 The selected service provider should not recruit security officers of any of other service providers or contractors who are doing contracts in the Rajarata University of Sri Lanka . If it was done by the service provider and due to that the other service provider's or contractor's work was affected .the Employer will act according to sub-clause 4.2 in removing of such security officers

6.2 The Contract Price is in Sri Lankan Rupees

6.4 Payments shall be made on monthly basis according to the quality of Service. Service Provider's performance and allocation of security guards are proposed by the Service Provider in the Activity Schedule

Activity Schedule

Requirement of the Security Officers for 2023/2024

Premises 01 - Mihinthale Premises

Name of the premises		OIC		SSO		JSO		LSO	Total	
		Day	Night	Day	Night	Day	Night	Day	Day	Night
01	Mihintale (A)	01	01	02	02	16	19	10	29	22
02	Mihintale (B)			3	3	4	10	13	20	13
	Total	1	1	5	5	20	29	23	49	35

In detailed requirements for the premises 1 are shown in Annexure 1

Premises 02 - Faculty of Agriculture & Faculty of Medicine Premises

Name of the premises		OIC		SSO		JSO		LSO	Total	
		Day	Night	Day	Night	Day	Night	Day	Day	Night
01	Puliyankulama	1	1			11	12	5	17	13
02	Saliyapura Medical faculty & Outside hostels	-	-	1	1	12	14	4	17	15
03	VC Lodge, Prof Unit and outside hostel in town premises	-	-	1	1	4	7	6	11	8
	Total	1	1	2	2	27	31	15	45	36

In detailed requirements for the premises 2 are shown in Annexure 2

Key Staff

The determination will take in to account the bidder's proposed approach including the allocation of number of qualified Security officers as mentioned in Section IV in providing the service. Visiting Officers, OIC, SSO are considered as key staff and curriculum vitae of those Officers should be sent after the appointments.

Financial Capacity

All financial aspects including the Annual Turnover and other financial information including favorable working capital will be evaluated. The bidder must have an annual turnover not less than Rs. 36 Mn

The bidder should have bank credit facility of Rs. 4 Mn for each premises from a commercial bank registered under Central Bank of Sri Lanka. Certification Should be attached.

Section VII. Contract Data

CC 17.1	<p>A Performance Security</p> <p>Shall be 5% of the annual contract price.</p>
CC 25	The inspections and tests shall be: Not applicable
CC	The Inspections and tests shall be conducted: Not applicable
CC 26.1	The liquidated damage shall be: ... % per week Not applicable
CC 26.1	The maximum amount of liquidated damages shall be ⁴⁹ : % Not applicable

Invitation for Bids



Rajarata University of Sri Lanka - Mihintale

Invitation for Bids

Provisions of Security Service 2023/2024

1. The Chairperson, Department Procurement Committee on behalf of the Rajarata University of Sri Lanka invites sealed bids from eligible and qualified bidders for provision of Security Service to the following two premises.

Premises 01 - Mihinthale Premises

Premises 02 - Faculty of Agriculture & Faculty of Medicine Premises

Bidder may bid for both premises or only for one premises. Bids for each premises will be evaluated separately.

2. Bidding will be conducted through National Competitive Bidding procedure.
3. To be eligible for submission of bids the bidder shall not have been blacklisted.
4. Qualification requirements to qualify for contract award includes ;
 - I. The bidders should have registered in the Ministry of Defense for the year 2022 for providing security services and should have valid registration for 2022 at the time of contract awarding.
 - II. The bidders should have experience in providing Security Service during past three years (Including year 2019, 2020, 2021) to the Institutions of Government Departments, Corporations, Statutory Boards or large - scale Private Organizations including state universities. (Each institution should deploy security personnel not less than 80 per shift to submit bid for premises 01 and not less than 70 per shift to submit bid for premises 02.)
5. Further information could be obtained from Assistant Registrar/Administration of Rajarata University of Sri Lanka by T.P No.025-2266781 during weekdays from 9.00am to 3.00pm
6. A complete set of Bidding documents would be purchased on the submission of a written request to the Senior Assistant Registrar/Administration from 04.11.2022 until 28.11.2022 on normal working days between 09:00 a.m. to 3.00 p.m. upon payment of a non-refundable fee of Rs.12,500/= in cash.
7. The copies of bidding document could also be downloaded from the University web <http://www.rjt.ac.lk/news/?cat=1> and submit together with the original bank slip of non-refundable fee of Rs. 12500.00 which should be credited to the Bursar, Rajarata University of

Sri Lanka ,Bank Account no. 008-1-001-8-1725841 People's Bank, Anuradhapura.

8. Bids will be closed at 02.00 p.m. on 28.11.2022. Sealed bids may be dispatched either by registered post to the address below to reach, on or before 02:00 p.m. on 28.11.2022 or insert to the tender box kept at the office of the Registrar. Late bids will return unopened. Bids will be opened on the same day at 02.00 p.m. in the presence of bidders or authorized representatives of the Bidder.
9. Bids shall be accompanied by Bid Securities for premises 01 – Rs. 250,000/- and premises 02 - 250,000/= obtained from a commercial bank registered under the Central Bank of Sri Lanka. The bid security shall be valid up to 27.03.2023.
10. Bidders are instructed to have a site visit and get clear understanding about all the requirements of the University when deploying security personals, mobile visits, for each premises before bid submission. Please contact Assistant Registrar/ Administration for arranging a site visit.

Chairperson

Department Procurement Committee

Rajarata University of Sri Lanka

Mihintale

04.11.2022