

**Volume - 2**

**TABLE OF CONTENTS**

Section II	Bidding Data Sheet	44 - 47
Section III	Evaluation and Qualification Criteria	48-49
Section IV	Bidding Forms	50-55
Section V	Schedule of Requirements	56-64
Section VII	Contract Data	64
	Invitation for Bids	65-67

## 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	<b>A- General</b>
ITB 1.1	Employer, Rajarata University of Sri Lanka Contract: Providing Labour Supply Service for Rajarata University of Sri Lanka 2023/2024.
ITB 1.1	The name and identification number of the Contract are:  Name – Providing Labour Supply Service for Rajarata University of Sri Lanka 2023/2024 Contract identification No – RJT/ADM/AD4/02/2023-2024
ITB 2.1	The source of funding is: GOSL funds
ITB 4.4.	Foreign bidders are not allowed to bid
	<b>B. Contents of Bidding Documents</b>
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
	<b>C. Preparation of Bids</b>

ITB 11.1	<p>1. Following Details of valid documents relevant to evaluate bidder's capacity needs to be attached</p> <p>a. List of Services in similar size and nature contracts performed in last three years; (2019,2020,2021) and details of services underway or contractually committed should be attached. Further the bidder should provide evidence of at least one contract in Similar Nature amounting Rs. Mn 50 within last 5 years.</p> <p>b. Reference letters from clients on quality of bidder's past performance;</p> <p>c. Valid Business Registration for the relevance service</p> <p>d. 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 may be submitted along with the Bid. Otherwise the bidder has to mention clearly that he/she is not registered for VAT.</p> <p>e. The Bidder's annual turnover should be more than Rs. Mn 90 and audited financial statements for last 3 years (2019,2020,2021) should be attached.</p> <p>f. Current assets to current liability ratio should be positive.</p>					
ITB 19	The period of Bid Validity shall be 28.03.2023. (91 days from bid closing)					
ITB 20	<table border="1" data-bbox="411 1317 1203 1451"> <thead> <tr> <th data-bbox="411 1317 842 1370">Bid Security Amount (Rs.)</th> <th data-bbox="847 1317 1203 1370">Validity Up to</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 1377 842 1431">Rs. 600,000.00 (bank security)</td> <td data-bbox="847 1377 1203 1431" rowspan="2">25.04.2023</td> </tr> <tr> <td data-bbox="411 1415 842 1451">Rs. 300,000.00 (cash deposit)</td> </tr> </tbody> </table> <p>Bank guarantee should be issued from a commercial bank registered under Central Bank of Sri Lanka</p>	Bid Security Amount (Rs.)	Validity Up to	Rs. 600,000.00 (bank security)	25.04.2023	Rs. 300,000.00 (cash deposit)
Bid Security Amount (Rs.)	Validity Up to					
Rs. 600,000.00 (bank security)	25.04.2023					
Rs. 300,000.00 (cash deposit)						
	<b>Submission and Opening of Bids</b>					
ITB 22	<p>The Employer's address for the purpose of Bid submission is :</p> <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 Labour Supply Services for Rajarata University of Sri Lanka 2023/2024.</p> <p>Contract No : RJT/ADM/AD4/ 02/2023-2024</p>
ITB 23	The deadline for submission of bids shall be at 14.00 hrs, on 27.12.2022
ITB 26	<p>Bid opening shall be at 14.00hrs, on 27.12.2022 at the following address</p> <p style="text-align: center;">Office of the Registrar, 2<sup>nd</sup> Floor Administration Building Rajarata University of Sri Lanka Mihinthale</p>
	<b>E. Evaluation and Comparison of Bids</b>
ITB 34	Domestic preference is not applicable
ITB 35 ITB 36	<p>Needed to be made relevance for the required contract of provision of Labour supply services.</p> <p>All bids will be evaluated and compared on the following Criteria</p> <ol style="list-style-type: none"> <li>1. Unit rate indicated by the bidder for each category of labours (skilled, semi- skilled, un -skilled and field labour) should be indicated separately. The total annual contract value without VAT will be considered in the final evaluation.</li> </ol> <p>Bidder should comply with 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 when paying wages to the labours.</p> <p>Those who quoted below the minimum wage rate as mentioned above shall not be taken for the evaluation.</p> <p>Further, the records/ prof documents of EPF. ETF payments done by the bidder at the past contracts should be attached with the bid and those records will be verified from the relevant Statutory Boards. (Employees Trust Fund Board etc.)</p> <p>Bids may be rejected for any of the following reasons.</p> <ol style="list-style-type: none"> <li>1. Failing to provide a valid Bid Bond along with the Bid.</li> <li>2. Failing to furnish the duly completed Form of Bid.</li> <li>3. If the Bid is conditional or incomplete</li> <li>4. If one bidder submit more than one bid.</li> </ol>
ITB 37	<p>Post qualifications:</p> <p><b>Experience in similar or higher assignments</b></p> <p>List of Services in similar size and nature contracts performed in last three years; (2019,2020,2021) and details of services underway or contractually committed should be attached. Further the bidder should provide evidence of at least one contract similar in nature amounting Rs. Mn 50 within last 5 years.</p>

	<p><b>Key Staff</b> The determination will take in to account the bidder’s proposed approach including the allocation of qualified labours for each category. A supervisor with 5 years experience in similar contracts should be appointed.</p> <p><b>Client’s Reference</b></p> <p>The references made by previous clients about the quality of the services provided by the bidder will be evaluated. References from Statutory Boards worked on statutory payments of workers will be taken to check whether there are any bad records of the Bidder.</p> <p><b>Financial Capability</b> The Bidder’s annual turnover should be more than Rs. Mn 90 and audited financial statements for last 3 years (2019, 2020,2021) should be attached.</p> <p>Current assets to current liability ratio should be positive.</p> <p>The Minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not be less than Rs. 10Mn. Certification should be attached.</p>
	<p><b>F - Award of Contract</b></p>
ITB 40	As per the requirement of the University. Whenever required the University will have the right to change the number of labours in different category.
ITB 43	The performance security acceptable to the Employer shall be an unconditional on demand bank guarantee obtains 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 Labour supply 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.

- List of Services performed for each of the last three years;
- List of Services in similar size and nature contracts performed in last three years; (2019,2020,2021) and details of services underway or contractually committed should be attached. Further the bidder should provide evidence of at least one contract in similar nature amounting Rs. Mn 50 within last 5 years
- Names and addresses of clients are required and may be contacted for further information on those contracts;
- 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;**

List of Services in similar size and nature contracts performed in last three years; (2019,2020,2021) and details of services underway or contractually committed should be attached. Further the bidder should provide evidence of at least one contract in similar nature amounting Rs. Mn 50 within last 5 years.

## **2. Key Staff**

The determination will take in to account the bidder's proposed approach including the allocation of qualified labours for each category. A supervisor with 5 years experience in similar contracts should be appointed.

## **3. Client's Reference**

The references made by previous clients about the quality of the services provided by the bidder will be evaluated. References from Statutory Boards worked on statutory payments of workers will be taken to check whether there are any bad records of the Bidder.

## **4. Financial Capability**

The Bidder's annual turnover should be more than Rs. Mn 90 and audited financial statements for last 3 years (2019, 2020,2021) should be attached.

Current assets to current liability ratio should be positive.

The Minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not be less than Rs. 10Mn. Certification should be attached.

## **3. Domestic Preference (ITB 34.1)**

Not applicable

**SECTION IV**  
**BIDDING FORMS**

**Form of Bid**

**Name of Contract : Provisions of Labour Supply Services 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 Labour Service for the Rajarata University of Sri Lanka Contract No : RJT/ADM/AD4/02/2023/2024 in accordance with the conditions of contract, Employer's Requirements and Activity Schedule accompanying this Bid for the Contract price of Rs .....cents  
.....

(amount in figures) , (Rupees)  
.....

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

Date	Signature of the Bank
.....	.....

Witness	Seal
.....	.....

(Signature, Name and Address) .....

**Schedule –A PRICE SCHEDULE – 31 Days per month**

S/N	Required Labour Category		Qualification	Number of Labours	Rate Per Labor Per day (Rs.)	Total Cost Per day (Rs)
01	Skilled	Field	The Certificate for Draftsmen's, Electrician, and Civil Supervisors	07		
			Pass GCE O/L with 5 credits & A/L 3 subjects/ AAT qualified or Equal qualification (Accounts Department)/ NVQ level 4 Certificate for Computer Application Assistant	01		
			Landscape machine operators (Tree cutters & Bush Cutters, tractor drivers) Selection will be made after trade test. Tractor drivers should have valid driving licenses.	23		
		Drivers	Pass Grade 8	03		
			3 Years working Experience after obtaining heavy vehicle license.			
Farm	Experience in farm machinery maintenance, processing of farm products, Milking etc. Selection will be made after trade test if required.	12				
02	Semi-Skilled	Office	Ability to operate office equipment. (will be selected after trade test)	03		
			Pass GCE O/L Exam (6 subject in 2 sittings )			
03	Field Labour		Pass Grade 8	31		
Total cost per month ( considering 31 working days per month)				80		

**Schedule –B PRICE SCHEDULE – 20 Days per month**

S/N	Required Labour Category		Qualification	Number of Labours	Rate Per Labor Per day(Rs)	Total Cost Per day( Rs.)
01	Skilled Labours	Office	Pass GCE O/L with 5 credits & A/L 3 subjects	20		
			AAT qualified or Equal qualification (Accounts Department)			
			NVQ level 4 Certificate for Computer Application Assistant			
			Pass GCE O/L Exam (6 subject in 2 sittings )			
02	Un Skilled		Pass GCE O/L Exam (6 subject in 2 sittings )	2		
03	Field Labour		Pass Grade 8	1		
Total cost per month ( considering 20 working days)				23		
Total Amount ( Schedule A + Schedule B)						
VAT Amount						
Any Other Taxes (if applicable) Please specify						
Total Bid Value per month (Inclusive of all Taxes)						
Total Bid Value per Annum (Inclusive of all Taxes) (In Figures)						
Total Bid Value per Annum (Inclusive of all Taxes) (In Words)						

Name of the Bidder:.....

Name of the authorized signatory:.....

Authorized signature .....

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 has to be provided. (Awarding letters & services completion letters etc.)

Period	Employer (Name and address)	Description of Works	No. of Labours	Amount Per Month (Rs)	Contact details(Address, Fax or e-mail & Name of contact person)
2019					
2020					
2021					

### Schedule B –List of Key Staff and responsibilities

Number of staff for different categories of labour as indicated in the price schedule should be appointed and their duties responsibilities will be given by the University.

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

## SECTION V

### SCHEDULE OF REQUIREMENTS

#### A Description of the Services

-

##### A.1 Scope of the work.

Bids are hereby invited from the eligible bidders to provide a manpower service on outsourcing basis in the categories of Skilled, Semi Skilled, Unskilled and Field labourers as labour day duties as per the requirement of Rajarata University of Sri Lanka, Mihinthale in Conformity with the instructions to bidders/ General Conditions of Bid/ Specific conditions of Bid and Subject to the rules and regulations laid down in the respective wages Board, for a period of one year. Requested labour details as follows.

S/N	Require Labour Category	Qualification	Number of Labours	
01	Skilled Labours	Office	Pass GCE O/L with 5 credits & A/L 3 subjects	
		Office	AAT qualified or Equal qualification (Accounts Department)	21
			NVQ level 4 Certificate for Computer Application Assistant	
			Field	The Certificate for Draftsmen's, Electrician, and Civil Supervisors
		Field	Landscape machine operators (Tree cutters & Bush Cutters)	23
			Selection will be made after trade test.	
Drivers	Pass Grade 8	03		
	3 Years working Experience after obtaining heavy vehicle license.			
Farm	Experience in farm machinery maintenance, processing of farm products, Milking etc. Selection will be made after trade test.	12		
02	Semi-Skilled	Office	Ability to operate office equipment. (will be selected after trade test)	
		Office	Pass GCE O/L Exam (6 subject in 2 sittings )	03

03	Un Skilled	Pass GCE O/L Exam (6 subject in 2 sittings )	2
04	Field Labour	Pass Grade 8	32
Total			103

## **A-2 Other Requirements**

### **01. Age of the Persons to be Deployed:-**

Office Workers between 18 to 45 years.

Field Workers between 18 to 60 years.

### **02. Misbehavior, Illegal Transactions and Fraud:-**

2.1 In case of any of the above, the decision of the Rajarata University would be final and conclusive. In the event of a request for replacement of a worker/laborer for any reason shall be attended by the Contractor within 24 hours.

2.2 The contractor shall ensure that his employees will not involve / carry out or participate in any type of activities that will hinder the provision of services at the premises of the University during the period of contract with Rajarata University.

### **03. Salary:-**

The Contractor shall pay at least the minimum salary recommended by the Wages Board Ordinance and all relevant statutory payments which are connected to the salary of a Skilled/Unskilled Labourers.

### **04. Agreement:-**

4.1 The Successful Bidder will be required to enter into an agreement with the Rajarata University of Sri Lanka, Mihinthale for the performance of the Contract.

4.2 Specimen Contract Agreement is annexed. (Refer “Specimen Form of Contract Agreement”).

### **05. Period of Contract:-**

5.1 The period of Contract for providing Labourers shall be for a period of one Year with effect from 01.03.2023.

**08. Entry Permits:-**

- 8.1 The Contractor shall provide a list of the Labourers indicating their identities and other information. The Clearance certificates obtained from relevant Police Stations shall be submitted with the list.
- 8.2 All personnel of the successful contractor, who will be engaged in work related to this Bid, at the University, will strictly be obliged to comply with all security procedures defined by University at the time of work.

**09. Contractor's Employees:-**

- 9.1 The manpower service providers/CBO or herein also referred as Contractor shall provide and employ such suitable workmen to ensure the proper and efficient execution of the work.
- 9.2 The University shall be at liberty to object to and require the Contractor to remove forthwith, any person employed by the contractor who in the opinion of the University has misbehaved himself or his incompetent or negligent in the performance of his duties, or whose employment is otherwise considered by University as undesirable.
- 9.3 Any person so removed from the work shall be replaced as soon as Practicable by a competent substitute approved by University.
- 9.4 A duty roster for the workers/Laborers, shall be implemented on the guidelines as would be specified by the University. In the event of shortage of employees due to absenteeism/leave, the Contractor shall take immediate steps to provide temporary replacement/s to make up the full complement as specified by the roster. Failure to provide such replacement shall result in the imposition of a penalty of half a day salary. The penalty imposed shall be deducted from the Contractor's payment due for the current months.
- 9.5 The Contractor shall before the commencement of the contract provide University with a list of personal records (name, address, NIC No., medical certificate, police clearance certificate, age and stamped size photo) of the



Contractor's staff employed under the Contract.

9.6 The laborer should work 8 hours per day. Working hour is 7.45a.m to 4.45p.m. Working time may be flexible as per the requirement of the University so as to cover 8 hours.

**10. Workmen's Compensation:-**

Contractor's workers working at University shall be duly covered under a workman's compensation Insurance Policy of minimum amounts of Rs. 68 Mn. Further, the Contractor shall provide minimum amount of insurance for 3<sup>rd</sup> party of Rupees 3 Mn per event.

**11. Dress code:-**

- 11.1 Dress code for Male – Black Trousers, Short sleeve white color shirt, pair of shoes, which should be compatible to work. Dress code for female – Black Skirts, Short sleeve white color T shirt, pair of shoes, which should be compatible to work.
- 11.2 All worker/Laborers must be in Smart dress while at the university premises.

**12. Safety Arrangements:-**

- 12.1 The Contractor shall ensure that at all times the Labourers are aware of safety arrangements of the working environment.
- 12.2 The Contractor shall be responsible to take all safety precautions to eliminate danger to his workmen, the University staff and visitors, the general public and property of University and other.
- 12.3 Safety precautions with regard to pandemic of Covid-19 shall be arranged by the contractor.

**13. Payment of monthly bill:-**

- 13.1. The Contract Price which is payable by the University to the Contractor should be indicated in the Price Schedule.
- 13.2 The billing period shall be for one Calendar Month. The Contractor shall submit to the University within 2 weeks of the month the bill for services rendered for The previous month. Upon receipt of the Contractor's Bill with the certificate for satisfactory performance of work, by the Registrar of the University shall make the payment to the Contractor by cheque after making deductions if any Stated in the Contract.

- 13.3 Any kind of penalty, reimbursement of any payment by the University on behalf of the Contractor shall be deducted prior to making payments.
- 13.4 Statutory increase in wages shall be considered by the University on the production of necessary supporting documents to justify the increase. The bidder should provide the documentary evidence in respect of relevant / if applicable newly introduced statutory payments made to the Government of Sri Lanka.

**14. General Guidelines:-**

- 14.1 The Contractor shall instruct the Laborers to exercise due care when handling equipment's of the University.
- 14.2 The Contractor shall ensure the Labourers are courteous, honest and shall create good relationships with the Staff, Students, and others.
- 14.3 The Contractor shall educate the Labourers on prevention of health hazards in the working site and have sufficient knowledge on operation of machinery and equipment.
- 14.4 Any damages or loss happen to the University which responsibility by the labourer should be borne by the contractor.

Above requirements of the University have been well understood.

Name of the Bidder:.....

Name of the authorized signatory:.....

Authorized signature .....

Rubber Seal

Date .....

**B.1 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. Number of labours assigned will be determined by the University.

**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
---------------------	--

1.1 (e) The contract name is Provision of Labour supply Services for the Rajarata University of Sri Lanka. 2023/2024.

1.1 (f) The Employer is Vice Chancellor, Rajarata University of Sri Lanka, Mihinthale.

1.1 (m) The Member in Charge is [name of Member Leader of the Joint Venture] : N/A

1.1 (p) The Service Provider is [ insert name]

1.4 The addresses are:

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]. 01.03.2023
- 2.3** The Intended Completion Date is [date]. 28.02.2024
- 3.4** Performance Guarantee shall be five percent (05%) of the annual Contract price
- 4.1** The selected service provider should not recruit Labours 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 Labours.
- 6.2** The Contract Price is in Sri Lankan Rupees
- 6.4** Payments shall be made on monthly basis according to the number of labour days employed under each category by each section of the University where labour supply service contract labours are deployed as per the activity schedule.

### **Activity Schedule**

**Requirement of the Labours for 2023/2024**

S/N	Require Labour Category	Qualification	Number of Labours		
01	Skilled Labours	Office	Pass GCE O/L with 5 credits & A/L 3 subjects	21	
			AAT qualified or Equal qualification (Accounts Department)		
			NVQ level 4 Certificate for Computer Application Assistant		
			Field	The Certificate for Draftsmen's, Electrician, and Civil Supervisors	07
				Landscape machine operators (Tree cutters & Bush Cutters) Selection will be made after trade test.	23
			Drivers	Pass Grade 8	03
				3 Years working Experience after obtaining heavy vehicle license.	
	Farm	Experience in farm machinery maintenance, processing of farm products, Milking etc. Selection will be made after trade test.	12		
02	Semi-Skilled	Office	Ability to operate office equipment. (will be selected after trade test)	03	
			Pass GCE O/L Exam (6 subject in 2 sittings )		
03	Un Skilled	Pass GCE O/L Exam (6 subject in 2 sittings )	2		
04	Field Labour	Pass Grade 8	32		
Total			103		

**Key Staff**

The determination will take in to account the bidder's proposed approach including the

allocation number of qualified labours. Supervisor should have experience of 5 years in similar contracts.

### **Financial Capacity**

The Bidder's annual turnover should be more than Rs. Mn 90 and audited financial statements for last 3 years (2019, 2020,2021) should be attached.

Current assets to current liability ratio should be positive.

The Minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not be less than Rs. 10Mn. Certification should be attached.

CC 17.1	<b>A Performance Security</b> Shall be 5% of the annual contract price.
CC 26.1	The liquidated damage shall be: the half of the daily payment of each labour absent will be deducted from the monthly payment.
CC 26.1	The maximum amount of liquidated damages shall be: 10% of the total annual contract value.



ලංසු සඳහා ආරාධනයයි

ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය සඳහා

**ශ්‍රම සැපයුම් සේවා සැපයීම - 2023/2024**

1. ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලයීය දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටු සභාපති විසින් 2023-2024 වර්ෂය සඳහා **ශ්‍රම සැපයුම් සේවා සැපයීමේ සේවාව** සඳහා සුදුසුකම් ලත් යෝග්‍ය ලංසු කරුවන්ගෙන් මුද්‍රා තබන ලද ලංසු කැඳවනු ලැබේ.
2. ජාතික තරගකාරී ලංසුකරණ පටිපාටිය මගින් ලංසු මෙහෙයවනු ලැබේ .
3. සුදුසුකම් ලත් ලංසු කරුවන්, අසාද්‍ය ලේඛනගත නොවූ අය විය යුතු අතර පහත සඳහන් අවශ්‍යතා සපුරා තිබිය යුතුය.
  - I. ලංසු කරුවන් ව්‍යාපාර නාම ලියාපදිංචි ආඥා පනත යටතේ, සමාගම් පනත හෝ සමුපකාර ආඥා පනත යටතේ ශ්‍රී ලංකාව තුළ ලියාපදිංචි කර ඇති ආයතනයක් විය යුතුය. නැතිනම්
  - II. අදාළ සේවාවන් සැපයීම් සම්බන්ධයෙන් ප්‍රාදේශීය ලේකම් යටතේ ලියාපදිංචි ප්‍රජාමූල සංවිධාන සඳහා ද ඉල්ලුම්කල හැක. (ප්‍රජා මූල සංවිධාන විසින් ඉල්ලුම් කිරීමේදී ප්‍රාදේශීය ලේකම්වරයාගෙන් ලබාගත් හැකියා සහතිකයක් සමග ඉදිරිපත් කළයුතුය)
  - III. රාජ්‍ය දෙපාර්තමේන්තු, සංස්ථා, ව්‍යවස්ථාපිත මණ්ඩල හෝ මහා පරිමාණ පෞද්ගලික ආයතන සඳහා කම්කරු සේවා සතුටුදායක ලෙස සැපයීම සම්බන්ධයෙන් වසර 03 කට නොඅඩු පළපුරුද්දක් ලබා තිබිය යුතුය.
4. මෙම කොන්ත්‍රාත්තුව පිළිබඳ වැඩිදුර විස්තර ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලයේ සහකාර ලේඛකාධිකාරී (පාලන) වෙතින් සතියේ දිනවල පෙ.ව 9.00 සිට ප.ව 3.00 දක්වා දුරකථන අංක 0252266781 ඇමතීමෙන් ලබාගත හැක.
5. ආපසු නොගෙවන රු. 12500.00 ක මුදලක් විශ්වවිද්‍යාලයේ මුදල් අයකැමි වෙත ගෙවා, අදාළ කුවිතාන්සිය සමග ලිඛිත ඉල්ලීමක් සහකාර ලේඛකාධිකාරී වෙත ඉදිරිපත් කර ඉංග්‍රීසි භාෂාවෙන් සකස් කරන ලද ලංසු ලියකියවිලි 2022 දෙසැම්බර් මස 04 දින සිට 2022 දෙසැම්බර් මස 27 දක්වා කාල සීමාව තුළ පෙ.ව. 9.00 සිට ප.ව. 3.00 දක්වා වූ වේලාවන් තුළදී ලබා ගත හැකිය.
6. එසේ නැතිනම් ලංසු ලියවිලි <https://www.rjt.ac.lk/notice/> යන විශ්වවිද්‍යාල වෙබ් අඩවිය මගින් බාගත කළහැකි අතර ආපසු නොගෙවන රු. 12500.00 ක මුදල අනුරාධපුර මහජන බැංකු ශාඛාවේ රජරට විශ්වවිද්‍යාලය නමින් ඇති අංක 008-1-001-8-1725841 දරණ ගිණුමට බැරකර එම ලදුපතද සමග ලංසුව ඉදිරිපත් කළයුතු වේ..
7. ටෙන්ඩර්පත් සමග ශ්‍රී ලංකා මහ බැංකුවේ ලියාපදිංචි වාණිජ බැංකුවකින් ලබාගත් රු 600 000.00 ක් වටිනා ලංසු ඇපකරයක් හෝ රු. 300 000.00 මුදල් විශ්වවිද්‍යාලයේ නමට තැම්පත් කර අදාළ ලදුපත ඉදිරිපත් කළයුතු අතර, එය 2023 මාර්තු මස 28 දින දක්වා වලංගු විය යුතුය.
8. ලංසු කැඳවීම 2022 දෙසැම්බර් මස 27 දින ප.ව 2.00 ට අවසන් වනු ඇත.
9. සම්පූර්ණ කරන ලද ලංසු ලියකියවිලි අනුපිටපතක් සමග 2022 දෙසැම්බර් මස 27 දින පස්වරු 2.00ට පෙර **ලේඛකාධිකාරී, ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය, මිහින්තලේ** ලිපිනයට ලැබෙන සේ ලියාපදිංචි තැපෑලෙන් එවීම හෝ ලේඛකාධිකාරී කාර්යාලයේ තබා ඇති ටෙන්ඩර් පෙට්ටියට බහාලීම සිදුකළ හැක. ලංසු ලියකියවිලි අඩංගු කවරයේ වම් පස ඉහළ කෙළවරේ “ **ශ්‍රම සැපයුම් සේවා සැපයීම- 2023/2024**, ලෙස සඳහන් කළ යුතුය. නියමිත වේලාවට පසුව ලැබෙන ලංසු ප්‍රතික්ෂේප කරනු ලැබෙන අතර එදිනම ප.ව. 2.00 ට ලංසු විවෘත කරනු ලැබේ. ලංසුකරුවන් හෝ ඔවුන්ගේ බලයලත් නියෝජිතයන් හට මෙම අවස්ථාවට සහභාගි විය හැක.

සභාපති  
 දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුව  
 ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය  
 මිහින්තලේ



## **Invitation for Bids**

### **Rajarata University of Sri Lanka – Mihintale**

#### **Invitation for Bids**

#### **Providing Labour Supply Service 2023/2024**

1. Sealed bids are invited by the chairman , Department Procurement Committee of the Rajarata University of Sri Lanka from qualified and eligible bidders for the supply of External Labour Supply Services for the year 2023 -2024
2. Bids will be conducted through National Competitive Bidding Procedure.
3. Qualified bidders should not have been blacklisted and should have fulfilled the following requirements.
  - I. Bidder should be an institution registered within Sri Lanka under either Business Registration Ordinance, Companies Act or Corporative Ordinance
  - II. Community Based Organization registered under the Divisional Secretariats regarding supply of the relevant services also may apply ( Community based Organizations should submit the eligibility certificate obtained from the Divisional Secretary)
  - III. Should have experience of not less than (03) years (2019,2020,2021) in supplying labour services successfully to Government Departments, Corporations , Statutory Boards or large scale Private Institutions.
4. Further details regarding this contract may be obtained from the Assistant Registrar ( Administration)of the Rajarata University of Sri Lanka between 9.00 a.m. and 3.00 p.m. on weekdays by calling on Tel : No. 025 2266781
5. Bidders may obtain bid documents prepared in English language during office hours between 9.00 a.m. and 3.00 p.m. from 04<sup>th</sup> December 2022 until 27<sup>th</sup> December 2022 on submission of a written request along with the receipt obtained upon payment of a non- refundable fee of Rs. 12,500.00 should be to the Shroff of Rajarata University of Sri Lanka.
6. Or else, bid documents may be downloaded from the university website <https://www.rjt.ac.lk/notice/> and the non- refundable fee of Rs. 12,500.00 should be credited to Account No. 008-1-001-8-1725841 maintained by People’s Bank , Anuradhapura Branch in Account of Rajarata University of Sri Lanka. The original receipt should be attached.
7. Bids should be accompanied by a bid security to the value of Rs. 600,000.00 obtained from a commercial bank registered with the Central Bank of Sri Lanka or cash deposit of Rs. 300,000.00 and the bid security should be valid until 28.03.2023 (original payment slip should be attached).
8. Bids will be closed at 2.00 p.m. on 27<sup>th</sup> December 2022.
9. Completed bids in duplicate may either be sent by registered post addressed to “Registrar, Rajarata University of Sri Lanka , Mihintale or kept in the Tender Box kept at the Office of the Registrar to receive before 2.00 p.m. on 27<sup>th</sup> December 2022. The caption of “**Provision of Labour Supply Services –**



**2023/2024”** should be mentioned on the left-hand top corner of the envelope containing the bid. Late bids will be rejected and the bids will be opened on the same date at 2.00 p.m. Bidders or their authorized representatives may be present at the time of opening of bids.

Chairman  
Department Procurement Committee  
Rajarata University of Sri Lanka  
Mihintale