

NEGOMBO MUNICIPAL COUNCIL

PROCUREMENT NOTICE

Sealed bids in duplicate will be received by the Negombo Municipal Council for the Leasing-out of the leaseholds stated in the schedule below for a period of 01 year and 03 months from **01.10.2025 up to 31.12.2026**.

Schedule 01

S/No.	Leasehold	Refundable Deposit (Rs.)	Tender Form Fee (Rs.)
01	Provision of Security Services for the Head Office and other places belonging to the Negombo Municipal Council	50,000.00	3,000.00
02	Provision of Security Services for the Rajapaksha Park and its premises	50,000.00	3,000.00
03	Provision of Security Services for the Negombo bus stand and its premises	50,000.00	3,000.00

Schedule 02

S. No.	Leasehold	No. of Security Officers (per day)		
01	Security for the Head Office and the other places belonging to the Negombo Municipal Council	Officer-in-Charge (Chief) -	Day 2	Night 1
		Security Officers -	Day 6	Night 5
		For other places (Security Officers)	47	
02	Security for Rajapaksha Park and its premises	Officer-in-Charge -	Day 1	Night 1
		Security Officers - (including female Officers)	Day 4	Night 3
03	Security for the Negombo Bus Stand and its premises	Officer-in-Charge -	Day 1	Night 1
		Security Officers -	Day 7	Night 6

Issuance of Procurement Applications

: From **16.07.2025 up to 30.07.2025** from the Community Development Section of the Negombo Municipal Council.

Closing date of acceptance of Procurement applications

: At **10.00 a.m. on 31.07.2025** quotations received after the deadline will be rejected.

Opening of Procurement Applications

: At **10.30 a.m. on 31.07.2025**

Conditions:

- 1) Relevant applications will only be issued after paying the bid form fee + the Government approved taxes and the deposit monies.
- 2) Your quotations should be submitted in agreement of the conditions issued with the applications.
- 3) The successful bidder for the leasehold should submit an insurance coverage for **Rs. 10 lakhs** obtained from an approved Insurance Company on or before the date of intimation of acceptance and should arrive at an agreement with the institution for the Provision of Security Services for the period from **01.10.2025 up to 31.12.2026**, continuously.
- 4) Only Sri Lankan citizens can submit quotations.
- 5) Security officers should be deployed during both day time and night time.

Daily Salary payments (12 hours)

Officer-in-Charge :
Security Officer :

The daily salary payment amounts should compulsorily be stated in the application. The number of officers to be deployed and the places to be stationed are stated in the Schedule 02.

- 6) The Procurement application quotations should be stated in letters and figures accurately and clearly. Bids containing salaries stated in the applications either below the minimum salaries relevant to the Wages Boards Ordinance or on occasion the Municipal Commissioner decides as unacceptable, will be cancelled. Any alterations made to the payments should be deleted in one line and should sign such places. Any altered figures should also be written in figures and letters clearly and accurately. Applications submitted contrary to the above requirement will be rejected.
- 7) Duly completed applications prepared in two copies as the original and duplicate placed in separate covers marked accordingly and then the two covers should be placed in a single sealed cover marked the name of the leasehold at the left side top corner, could either be sent by registered post addressed to Municipal Commissioner, Municipal Council, Negombo or placed in the tender box kept in the office of the Municipal Commissioner, to be received at or before **10.00 a.m. on 31.07.2025**. Further details can be obtained from the Administrative Officer (Establishment) on Tel No. **031-2222168**.
- 8) A one representative from your institution with a written authority can be present at the bid opening.
- 9) Selected institutions are bound by to pay the minimum salaries to the relevant officers in terms of the Wages Boards Ordinance and pay the membership monies relevant to the Employees Provident Fund and the Employees Trust Fund contributions. Further, the relevant institution should have compulsorily obtained the registration at the Ministry of Defence.
- 10) All the goods and equipment required by the officers in discharging their duties should be provided by the security firm.
- 11) The Officer-in-Charge to be deployed should either be an officer retired or formally left service from the three forces or the Police Service and should be below 55 years of age. All other Security Officers should be below the age of 50 years with service experience and be physically fit.
- 12) Tenderers should prove their experience for a minimum of 05 years. The Negombo Municipal Council retains the right to either accept or reject quotations received.
- 13) On occasion the successful tenderer rejects the tender without any acceptable reason, his tender deposit will be forfeited with the Sabha and will be blacklisted.

Municipal Commissioner
Municipal Council, Negombo