



MAGAMPURA PORT MANAGEMENT COMPANY (PVT) LTD

"Sayurupaya", Mirijjawila, Hambantota, Sri Lanka.

Web-WWW.mpmc.lk, E-Mail-Procurement@mpmc.lk

Vat Reg. No: 174934150-7000

Telephone no : (+94)472258130 Fax-(+94) 472258119

PROCUREMENT NOTICE

INVITATION OF BIDS FOR SECURITY SERVICES

Ref No: SD/01/17/JUL/07 (ADM)

Inquiry Date: 2017-07-07

Supplier Code: N/A	MPMC Attend to: Mr. Mahesh
Supplier Name:	E-mail: procurement@mpmc.lk
Address:	Mobile No : 071-3377808
.....	Fax : 047-2258119
Telephone No:	
Phone /Mobile:	

QUOTE REQUEST

Our Company intendeds to purchase the following services. Please quote your best competitive price.

1. Please complete all the information to avoid being demand as an invalid offer.
2. Are you VAT registered company? (YES/NO) If yes, VAT No:.....
3. The supplier's quotation must include the above provided reference number.
4. Suppliers are required to complete a pre site visit in order to identify requirement.
5. A non-refundable fee of Rs. 5,000/= should be paid by a Bank Draft. The Bank Draft should be drawn in favor of **“Magampura Port Management Company (pvt) Ltd” with the validity of 60 days** and it should be accompanied with the application. **Cheques and Money Orders will not be accepted.**
6. All bids should accompany a bid security of Rs 44,000/= (Forty four thousand only) obtained from any **recognized commercial Bank in Sri Lanka** addressed to the **General Manager, Magampura Port Management Company(pvt) Ltd, Hambantota** which should valid up to 30/09/2017.



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COMPANY REQUIREMENTS

- The security firm should be registered with the Ministry of defense in order to provide security services. (the relevant documents should be submitted)
- The pertaining documents should be submitted if the company has been registered as a sole proprietor ship or as a joint venture. The previous experience in the security sector will be highly considered and being a service provider in ports will be an extra eligibility.
- All the employees should be paid their minimum salaries with EPF/ ETF according to the labor rules and regulations.
- Accidental coverage (insurance) for security personnel should be facilitated by your company.
- The security personnel should behave politely and decently in the port premises and uniforms will be required during the duty.
- The security personnel should be under age of 55 with good health condition.
- At least 50% of the cadre should be consisted of military/ police personnel (retired or legally discharged)
- The ranks of OIC should have a minimum experience of 10 years in a reputed private security firm or should be legally discharged from military/ police service.

SERVICE REQUIRMENT

All the movable and immovable property of the following areas of Port of Hambantota should be secured by the relevant security firm.

- "Sayurupaya" administrative building and surroundings.
 - Main entrance with 06 other alternative gates.
 - Vehicle yards and operational jetties including phase I and phaseII.
 - Tank Farm premises.
 - Artificial Island and other lands which owns to SLPA.
- All the remaining assets which owns to SLPA and MPMC at Port of Hambantota and employees of MPMC/SLPA with their property should be secured by the security company.
- The loading and unloading process of the vehicles needs to be checked and to be maintained a log book.



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SCOPE OF DUTY

- Continuous security service is required to provide in two shifts during 24 hours. (a shift should consist in 12 hours starting from 07.00am to 07.00pm and 07.00pm to 07.00am)
- The maximum continuous employment of a security guard should not be exceeded 24 hours

SECURITY PERSONNEL SHOULD BE DEPLOYED AS FOLLOWS

<u>RANKS</u>	<u>DAY</u>	<u>NIGHT</u>
CSO	01	01
OIC	05	05
LSO	07	-
<u>Security Guards</u>	<u>80</u>	<u>95</u>
<u>Total</u>	<u>93</u>	<u>101</u>

- One of the responsible chief security officers should be appointed to port of Hambantota in order to resolve all issues arise against the security personnel and the salary pertaining to the said officer should be paid by your company.
- The number of security personnel might be varied in terms of the requirement of Port of Hambantota.
- Transport facility and insurance facility should be borne by the security company.
- 15 mobile phones will be provided to the security personnel for communication among the security points.
- It's required to mark fingerprint for duty on and off.
- Weapons are not allowed to use in port premises.
- The equipment related to security personnel (searching mirrors, metal detectorsetc.) should be facilitated by your company.
- Bribery and using drugs are extremely prohibited for security personnel.
- In case of loss of any property at Port of Hambantota, will be recovered by the security firm.
- The monthly payment of the security firm will be settled according to the attendance of the relevant months.



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PAYMENT DETAILS OF SECURITY SERVICES

Service	Description (RANKS)	Amount Per Officer (Day Shift)	Number of Officers (Day Shift)	Total Amount (Day Shift) (a)	Amount Per Officer (Night Shift)	Number of Officers (Night Shift)	Total Amount (Night Shift) (b)	Total Amount (Day and Night Shift) (a) + (b)
Security Service for MPMC (PVT) LTD	CSO		01			01		
	OIC		05			05		
	LSO		07			-		
	Security Guard		80			95		
Total Amount								
NBT 2%								
VAT 15%								
Grand Total per Day(Including all Ranks with Day and Night Shift)								
Grand Total per Month (30 Days)								

OTHER CHARGES (SEE INSTRUCTIONS)

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Signature & Stamp of Supplier



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CONDITIONS & INSTRUCTIONS

1. Currency: LKR
2. The above quotation shall include the Total cost, Freight, Validity, Insurance charges, Payment terms, Tax, Provide delivery to MPMC.
3. Payment term: Credit 30 days or more
4. The selected bidder will have to entered in to an agreement with the **Adm. & HR Division, Magampura Port Management Company (pvt) Ltd.**
5. Quotations should be valid for a period of 60 days.
6. In the event, the contractor fails to supply the service or in breach of any of the terms and condition herein stated, the **Magampura Port Management Company(pvt) Ltd** reserve the right to encash the performance bond without any notice to the contractor.
7. Applicants should submit service certificates to prove similar nature of services served by company.
8. The bidder should submit the certificate of incorporation. /business registration.

FORWARDING THE QUOTATION /PROPOSAL

The duly completed sealed bids/quotations on prescribed specifications should be sent under Registered Cover to reach the **Manager Supplies, Supplies Division, 7th Floor, Sayurupaya, Mirijjawila, Hambantota** or put into Procurement box (Monday to Friday from 8.30am to 4.30pm on normal working days) at Supplies Division after sealed & date stamp.

The completed sealed bid/quotation will be received up to **2.00pm on 31/07/2017** and will be opened from the same day at **2.30pm** in the Supplies Division of MPMC. Procurement Committee reserves the right to reject any part or full bid/quotation without assigning any reason. Preference will be given to qualified applicants from the Security Services.

Please compose on the top left hand corner of the envelope as "**SD/01/17/JUL/07 (ADM)**". Incomplete bids/quotations without supporting documents and bids/quotations received after the closing date & time will not be considered.

GENERAL MANAGER