



NATIONAL SAVINGS BANK

INVITATION FOR BIDS

NSB/SHLPC/SS/NCB/2025/001

Bidding for Providing Security Services for National Savings Bank for 2 Years for the Period From 01.07.2026 To 30.06.2028

The Chairman, Standing High Level Procurement Committee on behalf of National Savings Bank, No.255, Galle Road, Colombo 03, now invites sealed Bids from eligible and qualified bidders to provide Security Services on outsourced basis for all branches and Head Office of the Bank for the categories mentioned below.

Description of the Procurement	<ul style="list-style-type: none"> – Bidder/s should submit their Bid/s for one lot or more or all twelve lots. A bidder shall be awarded a maximum of two lots by the Bank. However, in the event that the number of substantially, technically responsive bidders are insufficient after the allocation of their respective two lots, a third lot may be awarded to substantially, technically responsive bidder who has submitted the lowest bid for the respective lot among the substantially, technically responsive bidders. – A Bidder who submits for more than one lot should separately submit the bidding forms in section III (Bid Security, Bid Submission Form, Price Schedule) for each lot as specified in the bidding documents. – Procedure for allocation of Lots for the bidders who are substantially responsive for Technical Evaluation are described in the Tender Document. 																																									
Nature of Procurement	Bidding will be conducted through National Competitive Bidding																																									
Requisite categories of security services as per lots	<table border="1" data-bbox="430 1484 1265 1902"> <thead> <tr> <th rowspan="2">Lot No.</th><th colspan="6">Number of Personnel Required</th></tr> <tr> <th>DO</th><th>Gunmen</th><th>JSO</th><th>LSO</th><th>CCTV Operators</th><th>Clerk/Typist</th></tr> </thead> <tbody> <tr> <td>Lot 01 (Head Office)</td><td>7</td><td>22</td><td>6</td><td>6</td><td>4</td><td>2</td></tr> <tr> <td>Lot 02 (Western 01)</td><td></td><td>29</td><td>28</td><td></td><td></td><td></td></tr> <tr> <td>Lot 03 (Western 02)</td><td></td><td>26</td><td>31</td><td>1</td><td></td><td></td></tr> <tr> <td>Lot 04 (Western 03)</td><td>1</td><td>23</td><td>30</td><td>2</td><td></td><td></td></tr> </tbody> </table>	Lot No.	Number of Personnel Required						DO	Gunmen	JSO	LSO	CCTV Operators	Clerk/Typist	Lot 01 (Head Office)	7	22	6	6	4	2	Lot 02 (Western 01)		29	28				Lot 03 (Western 02)		26	31	1			Lot 04 (Western 03)	1	23	30	2		
Lot No.	Number of Personnel Required																																									
	DO	Gunmen	JSO	LSO	CCTV Operators	Clerk/Typist																																				
Lot 01 (Head Office)	7	22	6	6	4	2																																				
Lot 02 (Western 01)		29	28																																							
Lot 03 (Western 02)		26	31	1																																						
Lot 04 (Western 03)	1	23	30	2																																						

- iv. Out of the above three years, providing security services to Banks for a total completed period of two years (continuously or on staggered basis) while assigning at least 75 Security personnel to any single Bank.
- v. Financial Stability - Minimum average turnover for each lot as specified in the Bidding Document (Bidding Data Sheet – ITB 5.1) over last three consecutive financial years (i.e. year 2022/2023, 2023/2024, 2024/2025), based on the audited financial statements.
- vi. Over the last 3 years an average work force of double the requisite No. of security personnel per lot.
- vii. Bidder should assure an excess capacity of security personnel for each lot at the commencement of the assignment as specified in the Bidding Document (Bidding Data Sheet – ITB 5.1).
- viii. Positive average net assets for last 3 years over Rs. 5 mn.
- ix. Average net profit (before Tax) for last 3 years over Rs.5 mn.
- x. The bidder shall determine the basic salary in accordance with the Wages Board Directions issued by the Government.
- xi. Insurance policy to cover the entire existing staff for compensation and accident/ injuries.
- xii. Payment of EPF/ ETF to the entire staff for the last 3 years.
- xiii. Indemnity policy to cover the damages caused to existing employer.
- xiv. Minimum leave entitlement for the employees as per prevailing regulation.
- xv. Litigations within last 3 years in relation to labour rights such as non-payment of EPF/ ETF and salaries and any other matters which has negative impact on firm's business continuation.

The Bidder will be disqualified from further evaluation if any of the above mandatory pre-qualification is not fulfilled.

In addition to the above Mandatory Pre-Qualifications, the Bidder should further satisfy the criteria mentioned in the bidding document as well.

Intended Service Period	730 Days (02 years) commencing from 01.07.2026.
Further Information and	Deputy General Manager (HRD), National Savings Bank, 255, Galle Road, Colombo 03. (Telephone 011-2575425, email: dgm.hrd@nsb.lk) till 02.02.2026 between 9.00 a.m. to 3.00 p.m. on working days.

inspecting documents	
Collecting of Bid Documents	A complete set of bidding documents in English language may be obtained on submission of a written request made on a company letterhead (original) to Deputy General Manager (HRD) of National Savings Bank between 9.00 a.m. to 3.00 p.m. on working days from 12.01.2026 till 10.00 a.m. on 03.02.2026.
Bid Delivery	Bids addressed to The Chairman, Standing High Level Procurement Committee, National Savings Bank, 255, Galle Road, Colombo 03 shall be deposited in the tender box available at the Supplies Division on or before 2.00 p.m. on 03.02.2026. Late bids shall be rejected.
Pre-Bid Meeting	22 nd January 2026 at 10.00 a.m. at Head Office, National Savings Bank, 255, Galle Road, Colombo 03
Bid Opening	Bids will be opened soon after the closing of bids on 03.02.2026 at 2.00 p.m., at the Supplies Division in the presence of bidders or their authorized representatives who are nominated to be attended.

The Standing High Level Procurement Committee on behalf of National Savings Bank reserves the right of rejecting/cancelling any or all Bids and the right of accepting any portion of a bid without adducing any reasons.

**The Chairman
 Standing High Level Procurement Committee,
 National Savings Bank,
 No. 255, Galle Road,
 Colombo 3**