

<b>For office use only</b>	
Deposit amount Rs .....	.....
Receipt No .....	.....
<input type="text"/>	.....
	Accountant/CMSO

**Colombo Municipal Council**

**Municipal Treasurer's Department**

**Tenders Application for leasing Crow Island Beach Park Restaurant**

- (1) Name of the tenderer:.....
- (2) Business address :.....
- (3) Personal Address .....
- .....
- (4) Telephone Number: Office:.....Personal:.....
- (5) National Identity Card Number:.....
- (6) Quoted tender amount (Rental without tax)
- In numbers.....
- In letters.....
- (7)Tender deposit amount Rs.....
- (8)Receipt number & date of payment.....
- (9)Income tax file number & VAT file number.....
- (10) Business Registration certificate number & date.....(annexure No.....)
- (11) Revenue and expenditure account information of the business audited for the last  
three years .....(annexure No.....)
- (12) Whether registered with the tourist board?.....
- If so, registration number & date:.....
- (13) Experience in running restaurants:.....
- Whether there are trained staff associate with registrations:.....

I here by state that I am not submitting this tender on behalf of anyone other than myself and I hereby state that I have read and understood all the terms and conditions of this tender and wish to abide by them in full. I am well aware that all the information provided in this application is true and correct and that the Municipal Commissioner of the Colombo Municipal Council has the power to reject my tender application if it is found that any false information has been submitted. In addition to the tender fee, I will also accept to pay the relevant taxes.

Date:.....

Tender's signature

Witness

1.....

2.....

Name:.....

Name:.....

Address:.....

Address:.....

## **Municipal Treasurer's Department**

### **Tender conditions for leasing Crow Island Beach Park Restaurant**

Sealed tender applications are invited for the leasing of the restaurant at Crow Island Beach Park, belonging to the Colombo Municipal Council for a period of 05 years

#### **Instruction for bidders**

- (1) Bid form and documents can be obtained by paying an application fee of Rs.1000.00+VAT to the Revenue Division of the Municipal Treasurer's Department from 9.00am to 3.00pm in week days or by downloading from [www.colombo.mc.gov.lk](http://www.colombo.mc.gov.lk) website having paid an application fee of Rs.1000.00+VAT to the Account No:167-1-001-6-3169425 of People's Bank Town Hall Branch.
- (2) Receipts will be issued for bids until 3.00pm on 04.08.2021
- (3) The relevant deposit for the issued applications can be paid to the Revenue Division of the Municipal Treasurer's Department by 3.00pm on 05.08.2021 and the bid documents in a sealed envelope should be deposited in the tender box kept at the Municipal Secretary's Department before 10.00am on 06.08.2021
- (4) The minimum tender price for the restaurant is Rs.2,000.000.00 and the refund bid amount is Rs.100,000.00
- (5) The application should be completed using a black or blue Carbon pen only, and if any changes need to be made, the relevant place should be cut with a single line and must put the short signature there.
- (6) The tender amount should be entered in both form of letters and numbers and if there any mismatch between the numbers and the letters, the amount mentioned in the letter will be accepted as tender amount
- (7) Each tender must be personally computed and signed by the bidder.

#### **Submission of Bid Forms**

- (1) Tenders are accepted only from Sri Lankan Citizen by descent or registration
- (2) In order to obtain tender forms the full name mentioned in the national identity card, identity card number and current address of the tenderers should be submitted on the form to be filled.
- (3) The tenderer should clearly state all the information requested in the tender application form.
- (4) The refundable tender deposit for the application can be paid to the revenue Division of the Municipal Treasurer's Department till 3.00pm on 05.08.2021 and the tender application form computed along with the receipt of payment of the relevant deposit should be placed in the original and duplicate in separate sealed envelopes and put the two envelopes back in one envelop

mentioning **“Crow Island Restaurant for rent”** in the upper left hand corner and sent it by registered mail to the Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo-07 before 10.00am on 06.08.2021 or can be placed in the tender box of the Municipal Secretary’s Department.

### **Accepting bids & opening**

1. Tender acceptance closes at 10.00am on 06.08.2021 Tender will be opened immediately afterwards at the Municipal Secretary’s Department and their representatives be able to attend when opening the tenders.
2. Further information can be obtained from the Deputy Municipal Treasurer (Revenue) or Accountant (Revenue) of the Municipal Treasurer’s Department of the Colombo Municipal Council, Colombo-07 ([Tel:0112692465](tel:0112692465)/ 0112699244)

### **Bid evaluation**

- (1) The tender will be awarded to the highest bidder after evaluating the tender received and submitted the highest bidder.
- (2) All blanks in the tender application should be filled and any tender which is incomplete or does not conform to the terms of the tender will not be considered by the council.
- (3) The tender amount mentioned by the applicant in the application should be indicated in numbers and letters. If there is any change in the mentioning the tender amount in numbers or letters when completing the application, the amount written in letters will be considered as the correct amount.
- (4) The successful bidder will be selected by an evaluation committee, which will take into account the experience and status of the employee. Tenderers will be able to check the location and submit bids.
- (5) In full compliance with the requirement of this announcement, all persons who have submitted valid tenders before the close of tenders but have not accepted their tender are entitled to refund of deposit made for the tender.
- (6) If the relevant tender is awarded by Colombo Municipal Council, the successful bidder will repay the tender deposit after paying the relevant tender amount (with tax) and no substitution will be made.
- (7) The Colombo Municipal Council reserves the right to accept or reject any tender.

## **General Terms of Payment**

- (1) The successful bidder will be notified in writing that after the tender is accepted, and after announcing acceptance of the tender an agreement should be entered into with the Colombo Municipal Council to run the Crow Island Beach Park Restaurant, and within 7 days yourself will have to procure the necessary food and equipment and take action to start the restaurant.
- (2) The monthly rent of Rs 125,000.00 for the restaurant should be paid to the Colombo Municipal Council before 10<sup>th</sup> of each month and the receipts should be submitted to the Revenue Division.
- (3) Rent security deposit should be equivalent to 03 months rent and building equipment security deposit of Rs. 100,000.00 should also be deposited.
- (4) There is also a security deposit of Rs. 50,000.00 for water and electricity bills, which can be withdrawn fully if all bills are paid at the end of the due date.
- (5) Monthly bills for electricity and water facilities should be borne by the tenderer. Bills for each month must be settled before 15<sup>th</sup> day of the following month, and paid bills must be submitted to the Revenue Division of the Municipal Treasurer's Department no later than the 15<sup>th</sup> day of each month. The tenderer is responsible for maintaining such services without disconnection.
- (6) That monthly rent will be assessed by the Municipal Assessor after 3 years, and the revised monthly rent must be paid from that date.
- (7) For any reason payments will not be accepted in instalments and stamp duty etc. will be borne by the lessee. (In this case, the lessee is the one who submitted the successful tender)

## **Special Conditions for renting Crow Island Restaurant**

01. The restaurant should be open daily from 8.00 a.m. to 10.00 p.m.
02. The restaurant should be kept as clean and tidy as possible to cater to local and foreign tourists.
03. The Colombo Municipal Council will provide the necessary wooden chairs and tables for the Service provided here and all other equipment & materials should be procured by the tenderer. These equipment should be used safely and returned properly and the security deposit will be deducted from the cash in case of any loss.
04. In case of any changes or new constructions in the restaurant, a request shall be made to the Municipal Commissioner with the recommendation of the Department of Municipal Engineer's and no repair work shall be permitted without that approval.
05. The restaurant also sells snacks, beverages, lunch and quality food suitable for sale at a restaurant, as well as local and foreign beers and wines.
06. A price list of all food and beverages on sale must be displayed at the site, and the bidder is responsible for obtaining all legal licence applicable to the sale of food and beverages, wine, beer and payment of fees for annual licenses.

07. Large cooking utensils should not be used in the dining room and minimum food preparation utensils should be used.
08. Appropriate arrangements should be made for the proper disposal of waste and rubbish during the operation of restaurant. The tender is also responsible for keeping the restaurant clean and tidy.
09. If the business does not start within a week after handing over the restaurant to the successful bidder, his tender will be cancelled and the security deposit will be taken over by the Council and the tender will be awarded to the next successful bidder.
10. The tender is responsible for following the labour rules regarding the employees employed for the restaurant.
11. In any case, an officer in charge of the Colombo Municipal Council or authorized officer should be allowed to inspect the place.
12. All the rules and regulations applicable to a restaurant also apply to this restaurant and the person or entity entering into the contract must comply with all such rules and regulations.
13. A medical report on the health status of all employee should be obtained and submitted before, May 1 of each year.
14. Other hygiene activities should be carried out on the instructions of the Public Health Inspector of the area.

### **Special facts**

- (1) The council reserves the right to reject any tender if it is convinced that the tender was not submitted in good faith or if the awarding of such tender appears to be inappropriate in the opinion of the bidder in terms of character and procedure, and the council shall not be obliged to give reasons for such rejection
- (2) The council will not be liable for any expenses or losses incurred in completing (preparing) the tender application.
- (3) When submitting the application for payment of the deposit downloaded from the website, the original of the receipt of payment of the application fee to the bank should also be submitted.

Municipal Commissioner  
Colombo Municipal Council