

**COLOMBO MUNICIPAL COUNCIL**  
**CENTRAL PROCUREMENT DEPARTMENT**

Tel. Nos. 2686389 - 2673173  
 Fax No. 2662329

**INVITATION FOR THE BIDS :BIDS FOR JANITORIAL SERVICES TO TOWN HALL NEW BUILDING.**

**BIDS NO : CPD13/2028/2022**

**BIDS OPENING DATE : 27.09.2022 TIME: 10.00 A.M.**

**PART - I**  
 (For office use only)

NAME OF THE FIRM .....

DEPARTMENTAL RECEIPT NO: .....M.T'S RECEIPT NO: .....

DATE: .....

.....  
 SIGNATURE OF ISSUING OFFICER

**PART - II**  
 (To be filled by the Bidder )

1. NAME OF THE FIRM/BUSINESS: .....
2. ADDRESS OF THE BUSINESS: .....
3. TELEPHONE NUMBERS: .....
4. BUSINESS REGISTRATION NO: .....
5. BANK & BID GUARANTEE NO: .....
6. BID GUARANTEE AMOUNT: .....
7. VAT REGISTRATION : YES /NO
8. VAT REGISTRATION NO: .....

**PART - III****Price Schedule for Providing of Janitorial Services to TOWN HALL NEW BUILDING.**

<u>Basic Salary</u>	Per one day rate	Per Year Rate (Daily Rate x no. of Person x 365)
Janitors – Female (12)	Rs:	Rs:
Male (13)	Rs:	Rs:
Supervisor (02)	Rs:	Rs:
Total yearly cost for salary		Rs:
Material & equipment cost for the year		Rs:
Overhead cost & profit for year		Rs.
<b>Total cost for the year without VAT</b>		Rs:
V.A.T. 15%		Rs:
Total cost for the year with VAT ***		Rs:
Total Cost for two years with tax		Rs.

**\*\*\* Total cost for the year with VAT amount in Price Schedule must tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not is rejected.**

Total cost for two years with tax. (in words) :- .....

.....  
 .....

.....  
**SIGNATURE OF BIDDER  
 AND SEAL OF THE FIRM/ BUSINESS**

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**  
**Name :**  
**Address :**

**02. Signature :**  
**Name :**  
**Address :**

**COLOMBO MUNICIPAL COUNCIL**

**CENTRAL PROCUREMENT DEPARTMENT**

**CONDITIONS AND REQUIREMENTS FOR PROVIDING REGULAR JANITORIAL SERVICES TO TOWN HALL NEW BUILDING.**

**1. GENERAL TERMS AND CONDITIONS:**

The Commissioner, Colombo Municipal Council, Town hall, Colombo 07, invites sealed bids to provide regular Janitorial Services to Town hall new Building under the terms and conditions given below.

01. Prospective Bidder should have excellent track record in providing Janitorial Service to Government Departments, Corporations and other, reputed organizations for a period of not less than two years with physical and financial capabilities. (copies of Audited financial statements and evidence for previous experience in this filed should be annexed with relevant contact details).
02. The contract will be valid for a period of two years (24 months) from the commencement date.
03. The successful bidder should provide the Janitorial Services from a date fixed by the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, even at short notice.
04. The successful bidder should fulfill all his obligations under the relevant labour laws and regulations in regard to appointments and payments of wages, EPF, ETF, etc, towards the persons employed for the purpose of executing the contract.
05. Offers should be submitted in Original with Duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
06. Contractor shall be responsible to supply all necessary equipment and materials for janitorial service cost.
07. **The Municipal Commissioner reserves the right to terminate each contract at any time for unsatisfactory execution of the Janitorial Services. Municipal Council reserves the right to accept or reject the offers for whatever reason/s.**
08. A bid guarantee for the value equivalent of Rs. **300,000.00/- obtained from a** recognized bank in Sri Lanka **acceptable to Colombo Municipal Council,** valid for **180days** from the date of closing of the bid should be submitted along with the **bid.** Bid price is 24 times of monthly rate. Bid securities issued by insurance firms will not be accepted. Bids not accompanying the required bid guarantee will be rejected.
09. Contractor shall take every precaution not to avoid damages to any property or person. Any losses due to negligence of the personal deployed by the contractor will be recovered from the monthly bill.
10. The successful bidder will be required to **execute an agreement** for each bid with the Colombo Municipal Council for the satisfactory provision of services.

11. The successful bidder shall submit a performance guarantee from a bank acceptable Colombo Municipal Council, for the **equivalent 10% of two years contract price and valid until 28 days from the end of the contract period**. Performance guarantee issued by insurance firms will not be accepted.
12. **I. All payments will be done monthly basis and consider total days as 365 per year, when calculating monthly rate, it will be calculated as follows.**

**Total cost for the year without VAT**

**12**

**II.** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied grand total per month with VAT by 12 in monthly rate description. **If no the Bid will be rejected.**

13. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly and deductions will be made proportionate rate for the non – performance / inadequate provision of service according to the agreed supplier's monthly rate description. Payment will be certified by an officer from the respective department/ division considering the performance.
14. The rate quoted in the bid should be written in both figures and words. If there is a difference between the amount in words and figures, the amount in words will be considered as the correct amount. The VAT components should be shown separately.
15. The decision of the Council on the offers received shall be final and conclusive and the Council reserves the full right to accept or reject any or all the offers without giving reasons what so ever.
16. “ **Bids for Janitorial Services to Town hall New Building**” shall be written on the top left hand corner of the sealed envelope which contains the bid.
17. Bids in Original with Duplicate should be placed in the Tender Box (Bid Box) of the Municipal Secretary's Department at Town Hall, Colombo 07 before 10.00 hrs. .... bids sent by post will be rejected. Bids received after the closing time will be rejected.
18. Under the extraordinary gazette No 1530/13 dated 01<sup>st</sup> January 2008; all payments above Rs.25, 000/- will be subjected to a stamp duty of Rs.25/-.

## **2 REQUIRED SPECIFICATIONS AND REQUIREMENTS**

01. Sweep and clean all areas, including office areas, common passages, corridors...etc.. remove all refuse, including the waste bins/ baskets, refusal should be collected from the tea room and any water collected from air conditioners should be removed.
  - \*all the collected refusal should be separated and stored appropriately in the coloured bins located in each floor.
  - \* All the non-bio degradable waste should be stored in the particular bins and bio degradable waste should be stored in the skip bucket located outside the building.
  - \* Clean & Hoover the carpet areas at least twice a week.
  - \* Shampoo the floor carpets once a month and when there are patches.
  - \* Wax the floor area, once in two months.
02. Sweep and clean two cort yards, Vehicle park, drive way, compound etc., throughout the day.
  - \* Sweep all the road ways and keep the roadways clean throughout a day.
  - \* Brush & remove all the earth on the roadways and keep them dust free. every time
  - \* Clean the external walls of the building and maintain dust free. always.
  - \* Clean the lawns and remove waste immediately after each function and keep them waste free all the time
  - \* Take precautions to prevent animals entering the building.
  - \* Uproot and remove any unwanted plant growth on building walls or boundary walls.
  - \* Remove all posters pasted on the walls, boundary walls...etc.
  - \* Removal all dead animals inside buildings or in the premises if any.
03. Dry sweep and damp mop followed by burnishing the floor every day, with a recommended detergent to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc.
04. Spray air fresheners in all office rooms at least once a day.
05. Burnish all floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
06. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain dry all the time. Provide Hand wash, tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always in good usable condition. Provide air fresheners, soap, toilet paper rolls ...etc. in the toilets where necessary.
07. Clean all doors and windows, fanlights, frames, panels etc. and clean and maintain all mirrors, all plain glasses in door slashes, window slashes, and fanlights in shining condition.

08. Clean and keep all walls, ceilings, light fittings, fans, switches etc. always dust free.
09. Clean all furniture, glass pads, paper trays, racks and cubicles and keep always dust free.
10. Clean all telephones with recommended detergent at least once a day and keep always clean.
11. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
12. Wash and iron all cotton door and window curtains once in three months and replace when necessary.
13. All surface drains, galleys to be kept clean and free of blockages all time.
14. Keep clean all gratings at the inlets of down pipes and all gutters of the roof top to prevent creating mosquito breeding sites on the premises.
15. Services should be provided at all buildings, huts, and shelters within the town hall premises.
16. Providing necessary equipment for cleaning purposes. Detailed list of equipment & material shall be submitted.
17. Provide any other services required from time to time for keeping the areas clean.
18. Minimum numbers of janitors shall be **Twenty Five (25) ( 12 female and 13 male Laborers) and Two (02) supervisors.**
19. The Town Hall complex function generally from 7.00 a.m. to 7.00 p.m. everyday including working days and holyday, at least one supervisor should be available from 7.00 a.m. to 7.00 p.m. If there is a special meeting held in the Town Hall New building, two janitors and one supervisor should be available until the premises is closed
20. Payments will be done for extra hours according to the price schedule in page no 02.
21. Instructions given at any time by the Municipal Secretary should be carried out. Without hesitation.
22. Failure to do any of services mentioned in this contract will lead to a deduction of the proportionate rates according to the Monthly Rate Description for that work from the monthly payment. Absence of any janitors and supervisors will lead to a deduction of the proportionate rates according to the price schedule.
23. All labours & supervisors should be able to perform their duties at satisfactory level.
24. Janitors should be mentally and physically fit and should be between ages of 18-60 years.
25. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polish products, etc.) and operational material. All materials use should be eco – friendly.
26. Janitors should wear uniforms with the company logo and company ID when they are on duty. Picture of the uniform shall be submitted.
27. Inspection of the above premises could be arranged with prior appointment with the Municipal Secretary's Department. (Telephone No.0112691794.)

28. The said service provider shall ensure, that 01 labourer and 01 visiting supervisor should attend for janitorial services daily and if they do not report for duty proportionate amount according to the number of persons absent should be deducted from the monthly invoice as follows.

1. **Proportionate Percentage**

I.	Wages of janitors	=	30%
	Wages of visiting supervisor	=	05%
II.	Other performance of works		
	• Sweeping, cleaning etc.	=	40%
	• Toilet cleaning	=	15%
	• Non performance of other works in specification	=	<u>10%</u>
			<u>100%</u>

**Deduction Rate**

- I. Absent of janitors =  $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month} \times \text{Total no.of janitors}}$
- II. Absent of visiting supervisor =  $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month} \times \text{Total no. of supervisors}}$
- III. Deduction for sweeping =  $\frac{\text{Monthly payment} \times 0.4 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- IV. Deduction for Toilet Cleaning (Twice a day) =  $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for Month} \times \text{Frequency of shifts of cleaning toilets}}$
- V. Deduction for non-Performance Works (items 5-9) =  $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for Month} \times 5}$

### Monthly rate Description

No	Activity	Units	Quantity	Per Month Rate Rs.
1.	Providing janitor			30%
2.	Providing visiting supervisor			5%
3.	Sweeping/floor area – indoor	S.ft.	56514	}
4.	Sweeping/floor area - outdoor	S.ft.	42822	
5.	Mopping. floor area – indoor	S.ft.	56514	} 40%
	Mopping. floor area – outdoor	S.ft.	38953	
6.	Burnish and buff all floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition	S.ft.	73118	}
7.	Cleaning the toilets (Nos. of Shift)and spraying air fresheners to toilets and supplying hand wash to the wash rooms.	Nos.	18	
8.	Spraying air fresheners for all office rooms (daily)	Nos.	35	}
9.	Cleaning doors, windows, fanlights, partitions... ect.	Nos.	514	
10.	Cleaning of ceiling fans (monthly)	Nos.	76	}
11.	Clean all furniture	Nos.	1759	
<b>Other performance</b>				
12.	Cleaning the telephones, photocopy machines & fax (daily/ weekly)	Nos.	126	} 10%
13.	Clean and polish all name boards and sign boards daily.	Nos.	150	
14.	Clean the roller blind once in three months	S.ft.	6600	}
15.	Clean surface drains, galleys	S.ft.	102	
16.	Keep clean all gratings at inlets of down pipes and all gutters of the roof.	S.ft..	4525	}
Total Monthly Rate (Rs.)				
15% VAT (Rs.)				
Grand Total per month with VAT (Rs.)				

**\*Price schedule is using for evaluation & Monthly rate Description is using for deduction.**

29. Following facts should be taken in to consideration before bidding.

- Janitors should wear uniforms while on duty.
- Inspection of the building may be arranged with prior appointment.
- List of satisfactorily competed/ ongoing projects in this nature should be attached for the guidance in selection of the suitable contractor.



### **Bidder response for the specification**

	<b>Description</b>	<b>Accepted</b>	<b>Not Accepted</b>	<b>Remarks</b>
1.	<p>Sweep and clean all areas, including office areas, common passages, corridors...etc.. remove all refuse, including the waste paper buckets, refuse should be collected from the tea room and any water collected from air conditioners should be removed.</p> <p>*all collected refuse should be separated and stored in the coloured bins located in each floor. * All non-bio degradable waste should be stored in the particular bins and bio degradable waste should be stored in the skip bucket located outside the building.</p> <p>* Clean &amp; Hoover the carpet areas at least twice a week.</p> <p>* Shampoo the floor carpets once a month and when there are patches.</p> <p>* Wax the floor area, once in two months.</p>			
2.	<p>Sweep and clean two cort yards, car park, drive way, compound etc., throughout the day.</p> <p>* Sweep all road ways and keep roadways clean throughout the day.</p> <p>* Brush &amp; remove all earth on roadways and keep all time dust free.</p> <p>* Clean the external walls of the building and keep always dust free.</p> <p>* Clean lawns and remove waste immediately after each function and keep them waste free all time</p> <p>* Take precautions to prevent animals entering the building.</p> <p>* Uproot and remove any unwanted growth on building walls or boundary walls.</p> <p>* Remove all posters pasted on walls, boundary walls...etc.</p> <p>* Removal of all dead animals if any.</p>			
3.	<p>Dry sweep and damp mop the floor by burnishing, with a recommended detergent the everyday to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.</p>			
4.	<p>Spray air fresheners in all the office rooms at least once a day.</p>			
5.	<p>Burnish and buff all floor areas, skirting handrails,</p>			

	kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.			
6.	Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain dry all the time. Provide hand wash, tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always in good usable condition. Provide air fresheners, soap, toilet paper rolls ...etc. in the toilets where necessary.			
7.	Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door slashes, window slashes, and fanlights in shining condition.			
8.	Clean and keep all walls, ceilings, light fittings, fans, switches etc. always dust free.			
9.	Clean all furniture, glass pads, paper trays, racks and cubicles and keep always dust free.			
10.	Clean all telephones with recommended detergents at least once a day and keep always clean.			
11.	Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.			
12.	Wash and iron all cotton door and window curtains once in three months and replace it same			
13.	All surface drains, galleys should be kept clean and free of blockages all time.			
14.	Keep clean all gratings at inlets of down pipes and all gutters of the roof top to prevent mosquito breeding sites on the premises.			
15.	Services should be provided all buildings, huts, and shelters within the town hall premises.			
16.	Providing necessary equipment. Detailed list of equipment & material shall be submitted.			
17.	Provide any other services required from time to time for keeping the areas clean.			
18.	Minimum numbers of janitors shall be <b>Twenty Five (25) ( 12 female and 13 male laborers) and Two (02) supervisors.</b>			
19.	The Town Hall complex function generally from 7.00 a.m. to 7.00 p.m. everyday including working days and holyday, at least one supervisor should be available from 7.00 a.m. to 7.00 p.m. If there is a special meeting held in the Town Hall New building, two janitors and one supervisor should be available until the premises is closed			
20.	Payments will be done for extra hours according to the Rate Schedule in page no 07.			
21.	Instructions given at any time by the Municipal Secretary should be carried out. Without hesitation.			
22.	Failure to do any of services mentioned in this contract			

	will lead to a deduction of the proportionate rates according to the Monthly Rate Description for that work from the monthly payment. Absence of any janitors and supervisors will lead to a deduction of the proportionate rates according to the price schedule.			
23.	All labours & supervisors should be able to perform their duties at satisfactory level.			
24.	Janitors should be mentally and physically fit and should be between ages of 18-60 years.			
25.	Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polish products, etc.) and operational material. All materials use should be eco – friendly.			
26.	Janitors should wear uniforms with the company logo and company ID when they are on duty. Picture of the uniform shall be submitted.			
27.	Inspection of the above premises could be arranged with prior appointment with the Municipal Secretary’s Department. (Telephone No.0112691794.)			
28.	<p>Following facts may be taken in to consideration before bidding.</p> <ul style="list-style-type: none"> <li>- Janitors should wear uniforms while on duty.</li> <li>- Inspection of the building may be arranged with prior appointment.</li> <li>- List of satisfactorily competed/ ongoing Projects in this nature should be attached for the guidance in selection of the suitable contractor.</li> </ul>			

**3. BID FORMAT**

**Please state the following:**

3.1. Number of personnel on role:.....

3.2 .Number of janitors in the company:.....

3.3 Number of supervisors in the company: .....

3.4. Number of full time janitors allocated for the location:.....

3.5. Number of supervisors janitors allocated for the location:.....

3.6 Janitors are providing with :

Uniform:.....

Company Logo:.....

Identification badges:.....

3.7.Reputed Clients:

State **ten reputed** clients where the service has been provided by your company (Attach List)

3.8.**Bidder’s Qualifications**

**State the following and submit copies of evidence**

3.8.1. Name and address of Company, Business Registration Date and Registration Number: .....

3.8.2. Date of the first service offered at client premises .....

3.8.3. Number of services offered in each of the two years 2022 & 2023.  
.....

I/We agree to accept the conditions mentioned above and overleaf and provide effective service satisfaction to the job entrusted to us.

Date:.....

.....  
Signature and Seal of the Firm

**Annexure 01**

**Tender/ Bid Security**

*[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets] .....[insert issuing agency's name, and address of issuing branch or office] .....*

**\*Beneficiary:** Municipal Commissioner, Colombo Municipal Council

**Date:** .....[issuing date]

**TENDER/ BID SECURITY No.:** .....[...]

We have been informed that .....[insert (by issuing agency) name of the Tenderer/ Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Tenderer/ Bidder") has submitted to you its Tender/ Bid dated ..... [date] (hereinafter called "the Tender/ Bid") for the supply of [insert name of service] under Tender/ Bid No..... ("Tender/ Bid number").

Furthermore, we understand that, according to your conditions, Tender/ Bids must be supported by a Tender/ Bid Guarantee.

At the request of the Tenderer/ Bidder, we .....[name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of .....[insert amount in word and figures] ..... upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer/ Bidder is in breach of its obligation(s) under the Tender/ Bid conditions, because the Tenderer/ Bidder:

- (a) has withdrawn its Tender/ Bid during the period of Tender/ Bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Tender/ Bid document and conditions of the General Terms and Conditions; or
- (c) having been notified of the acceptance of its Tender/ Bid by the Purchaser during the period of Tender/ Bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the General Terms and Conditions.

This Guarantee shall expire: (a) if the Tenderer/ Bidder is the successful Tenderer/ Bidder, upon our receipt of copies of the Contract signed by the Tenderer/ Bidder and of the Performance Security issued to you by the Tenderer/ Bidder; or (b) if the Tenderer/ Bidder is not the successful Tenderer/ Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Tenderer/ Bidder that the Tenderer/ Bidder was unsuccessful, otherwise it will remain in force up to .....

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

*[Signature of authorized representative(s) ]*

**Annexure 02****Performance Guarantee**

[The issuing agency, as requested by the successful Tenderer/ Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] ----- \* **Beneficiary:** -

----- [Name and Address of Employer] -----

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Service provider] (hereinafter called "the service provider") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- [insert service] -----of----- [name of service and brief description of service] (hereinafter called "the Service").

Furthermore, we understand that, according to the General Terms and Conditions, a performance guarantee is required.

At the request of the Service provider, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (----- ---) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the ... day of ....., 20.. [insert date, 31 days beyond the scheduled completion of contract] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]

