

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

Tel. Nos. 2686389 - 2673173  
 Fax No. 2662329

**INVITATION FOR THE BIDS :BIDS FOR JANITORIAL SERVICES TO COLOMBO CITY  
 LIMIT MUNICIPAL PREMISES – 2021 (03) – (08 Locations)**

**BIDS NO** : CPD16/1305/2021  
**BIDS OPENING DATE** : 16.07.2021 **TIME: 10.00 A.M.**  
**PLACE** : Town Hall, Colombo 07.

**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:** .....
2. **BUSINESS ADDRESS:** .....
3. **TELEPHONE NUMBERS:** .....
4. **BUSINESS REGISTRATION NO:** .....
5. **BANK & BID SECURITY NO:** .....
6. **BID SECURITY AMOUNT:** .....
7. **VAT REGISTRATION : YES /NO**
8. **VAT REGISTRATION NO:** .....
9. **Name and contact number of person who working as responsible person of executive level/ Manager:** .....  
 .....

**List of Location**

1. Wanathamulla Municipal Dispensary
2. new bazaar Dispensary
3. Narahenpita Dispensary
4. Central Drug Stores Dispensary
5. Maternity and Child Health Center
  - Wellawatte CWC (New Building)
  - Wasala Road CWC
6. Dispensaries of Indigenous medicine Department
  - Kirulapone Dispensaries
  - Deans Road Dispensaries
7. Dispensaries of Indigenous medicine Department
  - Keselwatte Dispensaries
  - New Bazaar Dispensaries
  - Polwatte Dispensaries
  - Muthwal Dispensaries
  - Mattakkuliya Dispensaries
  - Madampitiya Dispensaries
  - Maradana Dispensaries
  - Kotahena East Dispensaries
  - Modara Dispensaries
  - Kuppiyawatte West Dispensaries
8. Bonavita Multipurpose Development Community Center

**PART - III****1. Yearly rates quoted to the Providing of Janitorial Services to Wanathamulla Municipal Dispensary.**

	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:
V.A.T. 08%	Rs:
Total cost for the year With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

2. Yearly rates quoted to the Providing of Janitorial Services to **New Bazaar Municipal Dispensary.**

	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:
V.A.T. 08%	Rs:
Total cost for the year With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

3. Yearly rates quoted to the Providing of Janitorial Services to **Narahenpita Municipal Dispensary.**

	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:
V.A.T. 08%	Rs:
Total cost for the year With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

4. Yearly rates quoted to the Providing of Janitorial Services to **Central Drug Stores Municipal Dispensary.**

	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:
V.A.T. 08%	Rs:
Total cost for the year With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

5. Yearly rates quoted to the Providing of Janitorial Services to **Maternity and Child Health Center ( Wellawatte CWC (New Building), Wasala Road CWC)**.

	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:
V.A.T. 08%	Rs:
Total cost for the year With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

6. Yearly rates quoted to the Providing of Janitorial Services to **Dispensaries of Indigenous Medicine Department ( Kirulapone Dispensary, Deans Road Dispensary).**

	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:
V.A.T. 08%	Rs:
Total cost for the year With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**



7. Yearly rates quoted to the Providing of Janitorial Services to **Dispensaries of Indigenous Medicine Department (Keselwatte Dispensaries, New Bazaar Dispensaries, Polwatte Dispensaries, Muthwal Dispensaries, Mattakkuliya Dispensaries, Madampitiya Dispensaries, Maradana Dispensaries, Kotahena East Dispensaries, Modara Dispensaries, Kuppiyawatte West Dispensaries)**

	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:
V.A.T. 08%	Rs:
Total cost for the year With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

8. Yearly rates quoted to the Providing of Janitorial Services to **Bonavista Multipurpose Development Community Center.**

	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:
V.A.T. 08%	Rs:
Total cost for the year With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

**PART - IV**  
**COLOMBO MUNICIPAL COUNCIL**  
**CENTRAL PROCUREMENT DEPARTMENT**

Bidding conditions for regular maintenance and providing Janitorial services to Colombo City Limit Municipal Premises – 2021 – 03 (8 Locations).

**1. GENERAL TERMS AND CONDITIONS:**

The Commissioner, Colombo Municipal Council, Town hall, Colombo 07, invites sealed Bids to provide regular Janitorial Services to the Colombo City Limit Municipal Premises under the terms and conditions given below.

01. Prospective Bidder should have excellent and track record in providing Janitorial Service to Government Departments, Corporations and other reputed organizations for a period of not less than two Years.
02. The contract will be valid for a Period of Two years (24 months) From the commencement date.
03. **Each location have a separate Specification. Bidder can bid for one or more locations or all locations.**
04. 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.
05. The successful contractor 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.
06. Offers should be submitted in Original with Duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
07. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
08. **The Municipal Council/ Municipal Commissioner reserve the right to terminate each contract at any time for unsatisfactory execution of the Janitorial Services.**
09. A bid security **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 with the bid document. **Bid security amount required for each location as follows.** Bid Securities issued by Insurance firms will not be accepted. Bids not accompanying the required bid security will be rejected. **When the bidder provides one Bid security for all locations, it shall mention the amounts separately for each location.** Bid Security format is attached herewith (annexure 01).
 

1) Wanathmulla Municipal Dispensary	- Rs. 15,000.00
2) New Bazaar Municipal Dispensary	- Rs. 15,000.00
3) Narahenpita Municipal Dispensary	- Rs. 15,000.00
4) Central Drugs Stores Dispensary	- Rs. 15,000.00
5) MCH Division	- Rs. 45,000.00
- Wellawatte CWC, Wasala road CWC	
6) Dispensaries of Indigenous medicine Department	- Rs. 30,000.00
- Kirulapone Dispensary, Deans Road Dispensary	
7) Dispensaries of Indigenous medicine Department	- Rs. 150,000.00
- Keselwatte Dispensaries	
- New Bazaar Dispensaries	
- Polwatte Dispensaries	
- Muthwal Dispensaries	

- Mattakkuliya Dispensaries
  - Madampitiya Dispensaries
  - Maradana Dispensaries
  - Kotahena East Dispensaries
  - Modara Dispensaries
  - Kuppiyawatte West Dispensaries
- 8) Bonavista Multipurpose Development Community Center - Rs.200,000.00

11. Contractor shall take every precaution 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.
12. The successful Bidder will be required to **execute an agreement** for each bid for each location with the Colombo Municipal Council for the satisfactory provision of services.
13. The successful bidder shall submit a performance securities from a bank acceptable Colombo Municipal Council, for the **equivalent 10% of two years contract price (without VAT) and valid until 31 days from the end of the contract period for each bid**. Performance Guarantee format is attached herewith (annexure 02).
14. **I. All the payments will be done monthly basis and consider total days as 365 per year. when calculating Monthly rate calculate as follows.**

**Total cost for the year without VAT**

12

15. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly and deduction for the non – performance / inadequate provision of service according to the specifications and Requirements. Payment will be certified by an officer from the respective department considering the performance. All the payments done by online system of the Payment Department. Bank details shall be submitted in attached format (annexure 03) and certified bank statement copy (mentioned the Name & Account Number is enough) shall be submitted along with the document.
16. 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.
17. 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.
18. “ **Bids for Janitorial Services to Colombo City Limit Municipal Premises 2021- 03 (08 Locations)**” shall be written on the top left hand corner of the sealed envelope which contains the bid.
19. 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. 16.07.2021. bids sent by post will be rejected. Bids received after the closing time will be rejected.
20. Alternative Bids will be rejected.
21. 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/-.

## Specifications and Requirements

### 01. Wanathamulla Municipal Dispensary – Health Curative Department

01. Sweep and clean all areas and remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
02. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. **twice a day**. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
03. Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
04. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
05. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
06. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
07. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
08. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
09. Wash and iron all the cotton door and window curtains **once in three months** and dry clean satin door and window curtains **once in six months**.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly. Cleaning Material list

(such as Broom, mop, detergent, disinfectant) per month shall be attached according to each location requirement. It shall be consider when evaluating.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor per day. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

**Absence of janitor: - One Thousand Rupees per day(Rs.1000/= Per Day)**

**For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week. Cleaning should be done before 7.30 a.m. first time and second time should be done about 12.30 p.m.
15. All employees must accurately record their arrival and departure.
16. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
17. He / She should not be residing and from the surrounding area.
18. All Cleaning, cutting, equipments and detergents should be provided by the bidder.
19. If and when necessary pre and post arrangements to be carried out at the location, during functions.
20. Janitor should wear uniforms and identity card when on duty.
21. Bidder should attach a service time table.
22. Janitors & Visiting Supervisor are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.
23. Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.
24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

## **02. New bazaar Dispensary**

01. Sweep and clean all areas and remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
02. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. **twice a day**. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.

03. Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
04. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
05. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
06. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
07. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
08. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
09. Wash and iron all the cotton door and window curtains **once in three months** and dry clean satin door and window curtains **once in six months**.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly. Cleaning Material list (such as Broom, mop, detergent, disinfectant) per month shall be attached according to each location requirement. It shall be consider when evaluating.
13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor per day. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.  
**Absence of janitor: - One Thousand Rupees per day(Rs.1000/= Per Day)**  
**For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.

Cleaning should be done before 7.30 a.m. first time and second time should be done about 12.30 p.m.

15. All employees must accurately record their arrival and departure.
16. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
17. He / She should not be residing and from the surrounding area.
18. All Cleaning, cutting, equipments and detergents should be provided by the bidder.
19. If and when necessary pre and post arrangements to be carried out at the location, during functions.
20. Janitor should wear uniforms and identity card when on duty.
21. Bidder should attach a service time table.
22. Janitors & Visiting Supervisor are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.
23. Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.
24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**



### 03. Narahenpita Dispensary

01. Sweep and clean all areas and remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
02. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. **twice a day**. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
03. Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
04. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
05. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
06. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
07. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
08. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
09. Wash and iron all the cotton door and window curtains **once in three months** and dry clean satin door and window curtains **once in six months**.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly. Cleaning Material list

(such as Broom, mop, detergent, disinfectant) per month shall be attached according to each location requirement. It shall be consider when evaluating.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor per day. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

**Absence of janitor: - One Thousand Rupees per day(Rs.1000/= Per Day)**

**For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week. Cleaning should be done before 7.30 a.m. first time and second time should be done about 12.30 p.m.
15. All employees must accurately record their arrival and departure.
16. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
17. He / She should not be residing and from the surrounding area.
18. All Cleaning, cutting, equipments and detergents should be provided by the bidder.
19. If and when necessary pre and post arrangements to be carried out at the location, during functions.
20. Janitor should wear uniforms and identity card when on duty.
21. Bidder should attach a service time table.
22. Janitors & Visiting Supervisor are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.
23. Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.
24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

#### **04. Central Drug Stores Dispensary**

01. Sweep and clean all areas and remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.

02. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. **twice a day**. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
03. Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
04. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
05. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
06. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
07. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
08. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
09. Wash and iron all the cotton door and window curtains **once in three months** and dry clean satin door and window curtains **once in six months**.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly. Cleaning Material list (such as Broom, mop, detergent, disinfectant) per month shall be attached according to each location requirement. It shall be consider when evaluating.
13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor per day. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

**Absence of janitor: - One Thousand Rupees per day(Rs.1000/= Per Day)**

**For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week. Cleaning should be done before 7.30 a.m. first time and second time should be done about 12.30 p.m.
15. All employees must accurately record their arrival and departure.
16. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
17. He / She should not be residing and from the surrounding area.
18. All Cleaning, cutting, equipments and detergents should be provided by the bidder.
19. If and when necessary pre and post arrangements to be carried out at the location, during functions.
20. Janitor should wear uniforms and identity card when on duty.
21. Bidder should attach a service time table.
22. Janitors & Visiting Supervisor are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.
23. Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.
24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

**05. Maternity and Child Health Center – (Wellawatte CWC (New Building), Wasala Road CWC)**

01. (i) Sweep and clean all areas, including common passages, corridors, car park, drive way, compound etc., **throughout the day.**
  - i. Cut the Grass and keep Cleaning all lawns and Gardens 24 hours of the day.
  - ii. Collect and remove all refuse including those from waste paper buckets, office room, Refuse collected at tea room, and water collected from all waste from air conditioners **twice a day.**
02. Dry sweep and damp mop followed by burnishing, the granite floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc.

03. Burnish and buff all the floor areas, timber skirting, and other bronze and metallic items to keep them always at perfect shining condition
04. Clean all toilets, including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc, **04 times a day**, disinfect and deodorize daily and maintain dry all the time. Maintain the flushing and draining systems always in good usable.
05. Clean all doors & windows frames, panes etc, and keep all mirrors, all plain glasses in door sashes, window sashes, and fan lights at the shining condition.
06. Clean and keep all the walls, ceiling, and fittings like fans, lights, switches air conditioners, refrigerators, radio, and television etc, always dust free.
07. Clean all the tables, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep always dust free.
08. Maintain in good condition, the grass lawn flower beds etc. (including) cutting cleaning and watering) use fertilizer and other chemicals, coir dust etc, as required for courtyard area.
09. Clean and polish all name boards and sign boards **daily**, to keep at perfect shining condition. All surface drains, gully's to be kept
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
11. Provide any other services required from time to time for keeping the areas clean.
12. The said company shall ensure **03 janitors (01-Male /02 Female)** are present at this premises **from 6.30 a.m. to 6.30 p.m.** on all days of the month including Saturdays, Sundays, Poya Days and Public Holidays during the period of this Agreement. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

**Absence of janitor: - One Thousand Rupees per day(Rs.1000/= Per Day)**

**For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**

	<u>Minimum number of Janitors</u>	
	Male	Female.
(i) Wellawatta CWC (New Building)	01	01
(ii) Wasala Road CWC	-	01
Total	<b><u>01</u></b>	<b><u>02</u></b>

13. Janitors should not be mentally and physically handicapped persons.
14. All employees must accurately record their arrival and departure.
15. Janitors should be ages between 25 years -50 year.
16. Janitors should wear uniforms /Company ID/company Logo when on duty.
17. Bidder should attach a service Time Table.

18. Janitors are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.
19. Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.
20. Inspection of the above premises could be arranged with prior appointment with the Public Health Department, MCH Division, Deans Road, Colombo-10. Telephone No.2676287

**06. Dispensaries of Indigenous medicine Department - (Kirulapone Dispensaries, Deans Road Dispensaries)**

01. (i) Sweep and clean all areas, including common passages, corridors, car park, drive way, compound etc., **throughout the day**.
  - i. Cut the Grass and keep Cleaning all lawns and Gardens 24 hours of the day.
  - ii. Collect and remove all refuse including those from waste paper buckets, office room, Refuse collected at tea room, and water collected from all waste from air conditioners **twice a day**.
02. Dry sweep and damp mop followed by burnishing, the granite floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc.
03. Burnish and buff all the floor areas, timber skirting, and other bronze and metallic items to keep them always at perfect shining condition
04. Clean all toilets, including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc, **04 times a day**, disinfect and deodorize daily and maintain dry all the time. Maintain the flushing and draining systems always in good usable.
05. Clean all doors & windows frames, panes etc, and keep all mirrors, all plain glasses in door sashes, window sashes, and fan lights at the shining condition.
06. Clean and keep all the walls, ceiling, and fittings like fans, lights, switches air conditioners, refrigerators, radio, and television etc, always dust free.
07. Clean all the tables, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep always dust free.
08. Maintain in good condition, the grass lawn flower beds etc. (including) cutting cleaning and watering) use fertilizer and other chemicals, coir dust etc, as required for courtyard area.
09. Clean and polish all name boards and sign boards **daily**, to keep at perfect shining condition. All surface drains, gully's to be kept
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
11. Provide any other services required from time to time for keeping the areas clean.

12. The said company shall ensure **2 male janitors and Visiting Supervisor** are present at this premises **from 7.30 a.m. to 5.30 p.m.** on all days of the month. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

**Absence of janitor: - One Thousand Rupees per day(Rs.1000/= Per Day)**

**For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**

**Minimum number of Janitors**

**Male**

(i) Kirulapone Dispensary	01
(ii) Deans Road Dispensary	01
Total	<b><u>02</u></b>

**\*\*\* and Visiting Supervisor**

13. All employees must accurately record their arrival and departure.

14. Janitors should not be mentally and physically handicapped persons.

15. Should be age between 25 years -50 year.

16. Janitors should wear uniforms /Company ID/company Logo when on duty.

17. Bidder should attach a service Time Table.

18. Janitors & Visiting Supervisor are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.

19. Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.

20. Inspection of the above premises could be arranged with prior appointment with the Head Office at No: 79, CMC New Office Complex, Baddegama Sri Wimalawansa Nahimi Mawatha, Colombo 10. Telephone No.0112695745/ 2691563.

**07. Dispensaries of Indigenous medicine Department – (Keselwatte Dispensaries, New Bazaar Dispensaries, Polwatte Dispensaries, Muthwal Dispensaries, Mattakkuliya Dispensaries, Madampitiya Dispensaries, Maradana Dispensaries, Kotahena East Dispensaries, Modara Dispensaries, Kuppiyawatte West Dispensaries)**

01 Remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.

02 Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. **twice a day**. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.

03 Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent **weekly** to

remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.

- 04 Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
- 05 Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
- 06 Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
- 07 Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
- 08 Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
- 09 Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
- 10 Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Keep clean of the drains.
- 11 Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 12 Minimum number of janitors shall be ten (10) with one (01) visiting supervisor are present at this premises **from 7.30 a.m. to 5.30 p.m.** on all days of the month including Saturdays, Sunday, Poya days and Public Holidays During the contract period. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.  
**Absence of janitor: - One Thousand Rupees per day(Rs.1000/= Per Day)**  
**For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**
- 13 All employees must accurately record their arrival and departure.
- 14 The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
- 15 He / She should not be residing and from the surrounding area.
- 16 All Cleaning, cutting, equipment and detergents should be provided by the bidder.
- 17 If and when necessary pre and post arrangements to be carried out at the location, during functions.



- 18 Janitors should wear uniforms and identity card when on duty.
- 19 Bidder should attach a service time table.
- 20 Deduction for not coming to work will be made on a daily basis.
- 21 Clean roof, gutters and prevent mosquito breeding sites on the premises.
- 22 Janitors & Visiting Supervisor are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.
- 23 Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.
- 24 Inspection of the above premises could be arranged with prior appointment with the Head Office at 79, CMC New Office Complex, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10 .**Tel.0112695745/ 0112691563.**

#### **08. Bonavista Multipurpose Development Community Center**

01. Service Shift	Supervisor	Female	Male
6.30 am to 6.30 pm - Day	01	07	05

When an employee is ordered by the Commissioner of Charity to terminate his service on any misconduct or other charges during the period of service, he shall terminate his service.

Janitors shall be ten (12) with one (01) supervisor are present at this premises **from 6.30 a.m. to 6.30 p.m.** on all days of the month including Saturdays, Sunday, Poya days and Public Holidays During the contract period. Any short fall of the stipulated janitors/Supervisor at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

**Absence of janitor: - One Thousand Rupees per day(Rs.1000/= Per Day)**

**For the non performance of Janitors shall deduct Rs. 500/= per day for each condition.**

02. All employees are required to remain in the workplace for the entire period of service prescribed, and must wear the uniform and an identity card issued by their institution during office hours.
03. The continuous shift should not exceed 36 hours when employing men in the cleaning service and the continuous shift for women should not exceed 12 hours.
04. All employees must accurately record their arrival and departure.
05. The Bonavista Building Premises includes the four-story building, including the Roof Top, the children's playground, the playground, parking lot and the pavilion.
06. A minimum of two employees should be deployed for each floor and the other 4 employees should be deployed for cleaning the children's playground, pantry, playground and pavilion.

07. Children's play equipment (both outdoors and inside the building) should be properly cleaned with the necessary materials and always in a cleaned condition suitable for use.
08. The stadium lawn should be managed and kept in a suitable condition for playing and whenever there are functions in the stadium, at the end of those functions the stadium should be cleaned to a very good condition.
09. All employees should be in good mental and physical condition and should be between the ages of 18-55.
10. Cooperate with the staff of other service providers (maintenance services, security services) in this organization.
11. All children playground, playgrounds, parking lots, roads, etc. should be cleaned twice a day.
12. All waste containers kept in the rooms of the medical officers and pharmacists, dental surgery, eye clinic, patient area and outside area should be removed twice a day.
13. All premises in the library on the third floor, including tables, books and shelves, should be kept clean.
14. Water accumulates in the premises and water that accumulates near air conditioners should be removed and cleaned.
15. Should clean the kitchen premises every time after food prepared and served to the children with special needs.
16. The stains and marks on the floor should be removed and cleaned daily and the floor area should be thoroughly washed and cleaned once a week using an appropriate detergent. Carpeted areas should be cleaned once a week with appropriate machinery as required.
17. Bronze and metallic materials should be kept clean and shiny.
18. The floor, tile walls, toilet bowl, sink and all parts of toilets and bathrooms should be disinfected twice a day. Supply toilet paper rolls and air freshener as needed. Toilets should always be watered and drained and kept in a usable condition.
19. All doors, windows, lamps, fans, plugs, mirrors and glass in windows and doors and should be kept clean and dust free.
20. All walls and ceilings should be kept clean and dust free.
21. All furniture, glass pads, trash cans and shelf surfaces should be kept clean and dust free. The surface of light bulbs, fans and air conditioners should also be kept clean and dust free.
22. Grass, flower beds etc. (including cutting, cleaning, watering) should be maintained in good condition with fertilizers, coir and other chemicals as required.
23. All nameplates and signboards should be cleaned daily and maintained in good condition.

24. All door and window fabrics should be washed and cleaned every 03 months and Satin / Vertical Blinds on door and window fabrics should be cleaned every 06 months.
25. Rain gutters and end of rainwater pipes should be cleaned.
26. Necessary services should be provided in cases where the Bonavista premises and the surrounding area need to be cleaned up.
27. Mosquito breeding grounds in the Bonavista premises should be taken care of and cleaned.
28. At least one employee should be employed under one supervising officer.
29. The Bonavista building, built under the green building concept, should be maintained in the same manner.
30. Equipment for cleaning and cutting and materials for cleaning should be provided by the Bidder.
31. Necessary assistance should be provided for the various ceremonies held at the premises.
32. Buildings, equipment and other property of Bonavista land must be protected and used safely.
33. Service provider / contractor and all staff shall also perform the duties assigned to them time to time by top management to the Colombo Municipal Council.
34. In addition, that the service provider should follow the circular instructions issued by Colombo Municipal Council and Public Assistance Department and should also follow the prevailing tax regulations.
35. Janitors & Supervisor are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.
36. Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.

### ***3. BID FORMAT***

**Please state the following.**

- 3.1. Number of Personnel on role: .....
- 3.2. Number of Janitors in the organization:.....
- 3.3. Number of Supervisors in the organization:.....
- 3.4. Number of full time Janitors allocated for the locations:.....
- 3.5. Number of Visiting Supervisors allocated for the locations:.....
- 3.6. Janitors are provided with;
  - Uniforms.....
  - Company logo: .....
  - Identification badges: .....

3.7. **Reputed Clients**

State at least ten reputed clients where the service has been provided by your company.(attach a list)

.....  
.....  
.....  
.....

3.8. **Bidder's Qualifications**

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

3.8.a. Name and Address of Company, Business Registration Date and Registration Number.

.....  
.....  
.....

3.8.b. Date of the first service commenced.

.....

3.8.c. Number of services offered in each of the three years: 2018, 2019 and 2020.  
(Please submit the list)

.....  
.....  
.....

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals used.

3.8.f. Submit the details of Equipment used.

} Please attach (enclose)

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

Date:-.....

.....  
Signature and Seal of the Firm

**Annexure 01**

**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]

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

We have been informed that .....[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ..... [date] (hereinafter called "the Bid") for the supply of [insert name of service] under Bid No..... ("Bid number"). Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the 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 Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Bid document and conditions of the General Terms and Conditions; or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of 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 Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the 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 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)]

