COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
Fax No. 2662329

INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO MAYOR'S CENTER

BID NO : CPD 23/1180/2025

BID OPENING DATE **: 2026.08.20** **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:** ……..……..……
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:** ……..……..……

List of Location

1. Mayors Center

PART - III

1.Monthly rates quoted to the providing of janitorial services to ***Mayor's Center***

Quoted Monthly Rate **Janitors (02)** **Supervisor (01)**	 Rs. Rs.
Material Cost Overhead & Profit	Rs: Rs:
Total monthly cost without VAT	**Rs:**
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with V.A.T. (in words) :- ……. . . . . .
……..……
……..……. . . . . ..

……
SIGNATURE OF BIDDER
AND SEAL OF THE FIRM.

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Biding conditions for regular maintenance and providing janitorial services to Colombo City Limit Municipal Premises.

1.GENERAL TERMS AND CONDITIONS FOR ALL LOCATIONS.

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 one years.

02. The contract will be valid for a period of Two years (24 months) from the date of commencement.

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 at his own cost.**

Estimated minimum Material list as follows:

No	Items	Monthly Needed Quantity
01	Multi – Purpose Cleaner / Liquid Detergent	12 L
02	Hydrochlorine / Phenol	08 L
03	Bleaching Powder	03 Kg
04	Glass Cleaner	04 L
05	Brasso	01 L
06	Air Freshner	08 L
07	Air Freshner Tubs (Original)	30
08	Harpic (Toilet Bowl)	08 L
09	Dettol	01 L
10	Vim (Dishwash Powder)	01 Kg
11	Tile Cleaner	04 L
12	Paper Roll	15
13	Soap (Lux)	05
14	Hand Wash	04 L
15	Washing Powder	01 Kg
16	Napthalene Balls	25

No	Equipments	Quantity	Monthly Needed / Yearly Needed
02	Broom	08	Monthly
03	Mop	10	Monthly
04	Hand Brush	08	Monthly
05	Dusters	15	Monthly
06	Dust Pan	04	Monthly
07	Garbage Bags	75	Monthly
08	Gloves	10	Monthly
09	Cobweb Brushes	01	Monthly
10	Glass Wiper	02	Three Months
11	Wiper	04	Three Months
12	Deck Brush	04	Three Months
13	Toilet Brush (Navadi)	04	Monthly
14	Sponge	20	Monthly
15	Toilet Towel	08	Three Months
16	Toilet Basket	05	Six Months
17	Mop Basket	04	Six Months

No	Equipments	Quantity	Monthly Needed / Yearly Needed
01	Polisher Machine	01	Using these Equipments During the Contract Period
02	Vaccum Cleaner (Dry)	01	
03	Step Ladder (12 Inches)	01	
04	Step Ladder (08 Inches)	01	
05	Step Ladder (06 Inches)	01	

07. **The Municipal Council/ Municipal Commissioner reserves the right to terminate each contract at any time for unsatisfactory execution of the janitorial services.**

08. A bid security **from a** recognized bank in Sri Lanka **acceptable to Colombo Municipal Council, valid** for **150days** from the date of closing of the bid should be submitted with the bid document. Bid security issued by insurance firms will not be accepted. Bids not accompanying the required bid security will be rejected. (Annexure 01)

    1. Mayors Center – Rs.150,000.00

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** with the Colombo Municipal Council for the satisfactory provision of services. Legal Charges shall be paid by the Contractor as pre the Annexure 03

11. The successful bidder shall submit an on demand performance security from a bank acceptable Colombo Municipal Council, for amount **equivalent to the 5% of one years contract price and valid until a date 28 days from the end of the contract period** . Bid price is 12 times of the monthly price.

12. 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 considering the performance.

13. 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.

14. **Tenderers/ Bidders whose tenders/ Bids are over Rs. 5.0 Million should submit PCA (3) after registration with the Public Contract Registrar according to the Public Contracts Act No. 03 of 1987. PCA (4) registration certificate should be submitted when claim the payment.**

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 Mayors Center "** 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. ……2026. If bids submits by post it shall be reached at the bid box on or before the closing date and time.Bids received after the closing time will be rejected
18. Under the extraordinary gazette No 1530/13 dated 01st January 2008; all payments above Rs.25, 000/- will be subjected to a stamp duty of Rs.25/-.

2. SPECIFICATIONS AND REQUIREMENTS

1. Specifications and Requirements – Mayors Center

1. Sweep and clean all areas including office areas, corridors, common passages, etc. and Remove all refuse, including the waste bins/baskets, Refuse should be collected from the tea room and any water collected from air conditioners should be removed. Areas within shall be cleaned as per the (annexure 05.)

Annexure 05

No	The Section to be Cleaned (Inside & utside Home, Toilets)	Quantity (Square Ft)	No of Times
01	Downstair Inside Home	10520	Twice a day
02	Upstair Inside Home	6642	Twice a day
03	Restroom Downstair	775	Thrice a day
05	Toilets	2512	Twice a day

2. Sweep and clean all areas including court yard, and indoor Garden.
3. All the collected refuse should be separated and stored in the colored bins kept 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.
4. Dry sweep and damp mop followed by burnishing, with a recommended detergent the floor **every day** to remove all the marks, stains…etc. Burnish with a solution of approved detergent **weekly** to remove all scuff marks, stains etc..
5. Spray air fresheners in all the office rooms at least **once a day.**
6. Sweep all the road ways and keep the roadways clean **throughout the day**. Brush & remove all the earth on the roadways and keep at all-time dust free.
7. Clean the external walls of the building and always dust free.
8. Clean the lawns and remove waste immediately after **each function** and keep it waste free all the time.
9. Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
10. 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 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, towels …etc. in the toilets where necessary.
11. 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.
12. Clean and keep all the internal and external walls, ceilings, light fittings, fans, switches etc. always dust free.
13. Clean all the furniture, glass pads, paper trays, racks and cubicles and keep always dust free.
14. Clean all the telephones with recommended detergent at least **once a day** and keep always clean.
15. Clean and polish all name boards, sign boards, **daily** to keep in perfect shining condition
16. Wash and iron all the cotton door and window curtains **once in three months** and replace it same.
17. Clean & hoover the carpet areas at least **twice a week.**
18. Shampoo the floor carpets **once a month** and when there are patches.
19. Wax the floor area and polishing **once a month.** The shining conditions should be maintained all the times without any defects.

20. Building maintenance including

    I. Watering flowers

    II. Cleaning of flower pots

    III. Sweeping the entire garden

    IV. pruning of flower plants

21. Uproot and remove any unwanted growth on building walls or boundary walls.

22. Grass cutting should be done **once a month** in the Court Yard and Indoor Garden area.

23. Remove all the posters pasted on the walls, boundary walls…etc.

24. All surface drains, gulleys to be kept clean and free of blockages all the time.

25. Keep clean all the gratings at the inlets of down pipes and the gutters of the roof top to prevent mosquito breeding sites on the premises.

26. Remove all dead animals if any.

27. Take precautions to prevent animals entering the building.

28. Services should be provided to all the buildings, huts, and shelters within the Mayor's Center.

29. Provide necessary equipments.

30. Provide any other services required from time to time for keeping the areas clean.

31. Minimum numbers of **janitors shall be 02 and 01 supervisor**.

32. The Janitor should be mentally, physically fit and should be between the ages of 18 – 60 years.

33. Janitors and supervisor should be work from 7.00 a. m. to 7.00 p.m.

34. The Service is required from 7.00 a.m to 7.00 pm and in cases where events, receptions, filming, ect. Are held at the Mayor's official residence until midnight, Janitors and supervisor must provide cleaning service until the end of the relevant program and the service must be provide every day of the month (including government holiday)

35. In case of delay in half an hour time can cover in the evening up to 7.30 p.m. only Three days for a month.

36. In case of delay of more than half an hour, that person will be disentitled for half day of his/her salary.

37. If person is not reporting for their duty 10% of the total amount of the institute will be disentitled.

38. In addition general rules and disciplinary rules applicable to the institute will be applied.

39. Instructions given at any time by Municipal Secretary should be carried out.

40. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.

41. The Service Provider shall engage the Janitors who mentally and Physically fit for the said janitorial service. The janitors shall wear uniforms / Company ID / Company logo when on duty.

42. The Council shall not be responsible for any Labour disputes that may arise between the service provider and his employees.

43. The Council shall not be liable for any claim arising out of death, disability or injury sustained by any person employed, engaged or detailed by the service provider in the course of providing services and the service provider shall identify the council against any such claim, loss, damage or liability.

44. The Council shall have right to make deductions for the nonperformance/inadequate provisions of the said work according to the specification & Requirements of conditions of tender documents of this Agreement.

45. The Council shall have the exclusive authority and right to deduct and set off any claim, loss ,cost or liability to the Council against monthly payment and / or any payment due to the service provider in terms of this agreement.

46. The Service Provider shall take every precaution to avoid damages to any property or person of the council. Any losses due to negligence of the Janitors deployed by the, Service Provider shall be recovered from the monthly bill.

47. In the event the Service Provider is unable to provide services due to any reason what sever, the council shall have the right to seek such or similar services from elsewhere and the service provider shall reimburse the council of all costs and expenses incurred in such exercise in addition to enforcing the Performance Bond held by the Council.

48. It is further agreed by and between the parties that on breach of any of the conditions herein mentioned by the Service Provider the Council and / or the Municipal Commissioner shall have the right and authority to terminate this agreement without giving any notice what sever to the said service provider and take Legal action for the recovery of damages caused to the said Council.

49. a).If there is any conflict between the tender conditions and council's approval the later shall prevail.

    b.) If there is any conflict between this agreement and the tender conditions the later shall prevail.

    c.) If there is any conflict between this agreement and the council approval the later shall prevail.

50. In case of special functions, Janitors & Supervisor shall work till the functions over and clean the Premises after the function

Table 01

Proportionate Percentage

I.	Wages of janitors	=	30%
	Wages of supervisor	=	05%
II.	Other performance of works		
	• Sweeping, cleaning etc.	=	40%
	• Toilet cleaning	=	15%
	• Nonperformance of other works in specification	=	10%
			100%

Table 02

Deduction formula

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 (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$

IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$

V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$

VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment x0.15} \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$

VII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1\text{x Nonperformance items}}{\text{No. of total dates for month} \times 5}$

Table 03

Monthly Rate Description

No	Activity	Covering percentage for the total cleaning service
1.	Sweep and clean all areas including office areas, corridors, common passages, etc. and Remove all refuse, including the waste bins/baskets, Refuse should be collected from the tea room and any water collected from air conditioners should be removed	
2.	Sweep and clean all areas including two court yards, car parks, drive way…etc.	
3.	All the collected refuse should be separated and stored in the colored bins kept 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.	
4.	Dry sweep and damp mop followed by burnishing, with a recommended detergent the floor **every day** to remove all the marks, stains…etc. Burnish with a solution of approved detergent **weekly** to remove all scuff marks, stains etc..	
5.	Spray air fresheners in all the office rooms at least **once a day.**	
6.	Sweep all the road ways and keep the roadways clean **throughout the day**. Brush & remove all the earth on the roadways and keep at all-time dust free.	40
7.	Clean the external walls of the building and always dust free.	
8.	Clean the lawns and remove waste immediately after each function and keep it waste free all the time.	
9.	Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.	
10.	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.	
11.	Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.	
12.	Clean all the furniture, glass pads, paper trays, racks and cubicles and keep always dust free.	

13.	Clean all the telephones with recommended detergent at least **once a day** and keep always clean.	
14.	Clean and polish all name boards, sign boards, **daily** to keep in perfect shining condition	
15.	Wash and iron all the cotton door and window curtains **once in three months** and replace it same.	
16.	Clean & hoover the carpet areas (Twice a week)	
17.	Shampoo the floor carpets (Monthly)	
18.	Wax the floor area and polishing **once a month.** The shining conditions should be maintained all the times without any defects.	
19.	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 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, towels …etc. in the toilets where necessary.	15
20.	Building maintenance including I. Watering flowers II. Cleaning of flower pots III. Sweeping the entire garden IV. pruning of flower plants	
21.	Uproot and remove any unwanted growth on building walls or boundary walls.	
22.	Grass cutting should be done **once a month** in the court yard and indoor garden area	10
23.	remove all posters pasted on the walls, boundary walls etc.	
24.	All surface drains, galleys to be kept clean and free of blockages all the time.	
25.	Keep clean all the gratings at the inlets of down pipes and the gutters of the roof top to prevent mosquito breeding sites on the premises	
26.	Remove all dead animals if any.	
27.	Janitors (daily)	30
28.	Visiting supervisor (Daily)	05

51. All labourers & supervisors should be able to perform their duties in a of satisfactory level.
52. Janitors should be mentally any physically fit and should be between the ages of 18 - 60 years.

53. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.

54. The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.

55. Following facts may be taken in to consideration before biding

- 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 a suitable contractor.

Bidder response for the Specification

No	Activity	Accepted	Not Accepted	Remarks
29.	Sweep and clean all areas including office areas, corridors, common passages, etc. and Remove all refuse, including the waste bins/baskets, Refuse should be collected from the tea room and any water collected from air conditioners should be removed			
30.	Sweep and clean all areas including two court yards, car parks, drive way…etc.			
31.	All the collected refuse should be separated and stored in the colored bins kept 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.			
32.	Dry sweep and damp mop followed by burnishing, with a recommended detergent the floor **every day** to remove all the marks, stains…etc. Burnish with a solution of approved detergent **weekly** to remove all scuff marks, stains etc..			
33.	Spray air fresheners in all the office rooms at least **once a day.**			
34.	Sweep all the road ways and keep the roadways clean **throughout the day**. Brush & remove all the earth on the roadways and keep at all-time dust free.			
35.	Clean the external walls of the building and always dust free.			
36.	Clean the lawns and remove waste immediately after each function and keep it waste free all the time.			
37.	Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.			
38.	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 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, towels …etc. in the toilets where necessary.			
39.	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.			

40.	Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.			
41.	Clean all the furniture, glass pads, paper trays, racks and cubicles and keep always dust free.			
42.	Clean all the telephones with recommended detergent at least **once a day** and keep always clean.			
43.	Clean and polish all name boards, sign boards, **daily** to keep in perfect shining condition			
44.	Wash and iron all the cotton door and window curtains **once in three months** and replace it same.			
45.	Clean & hoover the carpet areas (Twice a week)			
46.	Shampoo the floor carpets (Monthly)			
47.	Wax the floor area and polishing **once a month.**The shining conditions should be maintained all the times without any defects.			
48.	Building maintenance including V. Watering flowers VI. Cleaning of flower pots VII. Sweeping the entire garden VIII. pruning of flower plants			
49.	Uproot and remove any unwanted growth on building walls or boundary walls.			
50.	Grass cutting should be done **once a month** in the Court Yard and Indoor Garden area			
51.	remove all posters pasted on the walls, boundary walls etc.			
52.	All surface drains, galleys to be kept clean and free of blockages all the time.			
53.	Keep clean all the gratings at the inlets of down pipes and the gutters of the roof top to prevent mosquito breeding sites on the premises			
54.	Remove all dead animals if any.			
55.	Take precautions to prevent animals entering the building.			
56.	Services should be provided to all the buildings, huts, and shelters within the Mayor's Center.			
57.	Provide necessary equipment.			
58.	Provide any other services required from time to time for keeping the areas clean.			
59.	Minimum numbers of **janitors shall be 02 and 01 supervisor**.			
60.	Janitors and supervisor should be work from 7.00 a. m. to 7.00 p.m. The Service is required from 7.00 a.m to 7.00 pm and in cases where events, receptions, filming, ect. Are held at the Mayor's official residence until midnight, Janitors and supervisor must provide cleaning service until the end of the relevant program and the service must be provide every day of the month (including government holiday)			
61.	If any case one person can covered maximum time up to 7.30 a.m. in the evening up to 7.30 p.m. only three days for a month.			
62.	In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.			

63.	If person is not reporting for their duty 10% of the total amount of the institute will be disentitled.			
64.	In addition general rules and disciplinary rules applicable to the institute will be applied.			
65.	Instructions given at any time by Municipal Secretary should be carried out.			
66.	Deduction will be done according to the Monthly Rate Description table and formulas mention in the bid.			
67.	All labourers & supervisors should be able to perform their duties in a of satisfactory level.			
68.	Janitors should be mentally any physically fit and should be between the ages of 18 - 60 years.			
69.	Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.			
70.	The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.			
71.	Following facts may be taken in to consideration before biding ➢ 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 a suitable contractor			

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 locations :.....

3.5. Number of 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 company service commenced.

……..

3.8.c. Number of services offered in each of the two years 2020 and 2021.
(Please submit the list)

……...
……
……

3.8.d. Submit the Service Time table.
3.8.e. Submit the details of Chemicals proposed to be used. } Please attach
3.8.f. Submit the details of Equipment proposed to be used. } (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

Format for Bid Security Guarantee

[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: …… [insert (by issuing agency) date]

BID GUARANTEE No.: …….. [insert (by issuing agency) number]

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 --------- [insert (by issuing agency) date](hereinafter called "the Bid") for the execution/supply [select appropriately] of [insert name of contract] under Invitation for Bids No. ---------- [insert IFB number] ("the IFB").

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

At the request of the Bidder, we ---------- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- [insert amount in figures] ---------- [insert amount in words]) 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 Instructions to Bidders (hereinafter "the ITB") of the IFB ; or

(c) having been notified of the acceptance of its Bid by the Employer/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 ITB.

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 -…… (insert date)

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

_____

[signature(s) of authorized representative(s)

Annexure III of Chapter 01

Non-Collusion Affidavit (Template)
(Procurement Guideline Reference – 1.5)

The undersigned ……hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been
duly read over and explained by me to
the Affirm ant above named and he/she
having understood the contents therein
and admitted to be correct, affirmed and
set his/her signature hereto before me)

On this …. Day of … at …

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Annexure 02

Acceptable Format for Performance Guarantee/Security

_____ *[Issuing Agency's Name, and Address of Issuing Branch or Office]*_____

Beneficiary : Municipal Commissioner, Colombo Municipal Council.

Date: _____

PERFORMENCE GUARANTEE/SECURITY No.: _____

We have been informed that _____ *[name of Contractor/supplier]* (hereinafter called „the Contractor") has entered into Contract No. _____ *[reference number of the contract]* dated _____with you, for the _____ *[insert "construction / "supply"]* of _____ *[name of contract and brief description of Works or supply]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we _____ *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of _____ *[amount of 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 28 days beyond the scheduled contract completion date]*. and any demand for payment under it must be received by us at this office on or before that date.

_____

Signature (s)]

Annexure 03

The legal charges will be applicable as follows

Professional frees recovered in the year 2025	
Value of the deed or Agreement	**Charges + vat**
Price is not mentioned	15,000/- + vat
0 - 500,000	10,000/= + vat
500,001 - 1,000,000	15,000 /=+ vat
1,000,001 - 3,000,000	20,000 /=+ vat
3,000,001 - 5,000,000	25,000 /=+ vat
5,000,001 - 7,500,000	37,500 /=+ vat
7,500,001 - 10,000,000	50,000 /=+ vat
10,000,001 - 15,000,000	75,000 /=+ vat
15,000,001 - 20,000,000	100,000 /=+ vat
20,000,001 - 25,000,000	125,000 /=+ vat
25,000,001 - 35,000,000	140,000 /=+ vat
35,000,001 - 45,000,000	180,000 /=+ vat
45,000,001 - 55,000,000	220,000 /=+ vat
55,000,001 - 65,000,000	260,000 /=+ vat
65,000,001 - 75,000,000	300,000 /=+ vat
75,000,001 - 100,000,000	350,000 /=+ vat
100,000,001 - 125,000,000	375,000 /=+ vat
125,000,001 - 150,000,000	450,000 /=+ vat
150,000,001 - 1,75,000,000	525,000 /=+ vat
175,000,001 - 200,000,000	600,000 /=+ vat
200,000,001 - 250,000,000	625,000 /=+ vat
250,000,001 - 300,000,000	750,000 /=+ vat
300,000,001 - 400,000,000	1,000,000 /=+ vat
400,000,001 - 500,000,000	1,250,000 /=+ vat
500,000,001 - 1,000,000,000	2,000,000 /=+ vat
1,000,000,001 - 1,500,000,000	3,000,000 /=+ vat
1,500,000,001 - 2,000,000,000	4,000,000 /=+ vat
2,000,000,001 - 3,000,000,000	4,500,000 /=+ vat
3,000,000,001 - 4,000,000,000	6,000,000 /=+ vat
4,000,000,000 - 5,000,000,000	7,500,000 /=+ vat
5,000,000,001 - 10,000,000,000	10,000,000/=+ vat

Annexure 04

Name of the Company	**Bank Details**						**Telephone Number**	**Mobile Number**	**Email address**
	Name in the account	**Bank name**	**Bank Code**	**Branch Name**	**Branch code**	**Bank Account number**			