

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
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INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO CROW ISLAND BEACH PARK

BID NO : CPD13/1334/2023

BID OPENING DATE : 2023.11.23 **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. Engineers Department
 - Crow Island Beach Park

PART - III***1. Monthly rates quoted to the Providing of Janitorial Services to Crow Island Beach Park – Engineer's Department.***

| | |
|--------------------------------------|-----|
| Quoted Monthly Rate | |
| Janitors (25) | Rs. |
| Supervisor (01) | Rs. |
| V.A.T. 15% | Rs: |
| Quoted Monthly Rate With V.A.T. | Rs: |
| Total Cost for Two years with V.A.T. | Rs: |

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

.....

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

PART - IV**Hiring Rate of JCB Machine**

| | Vehicle/ Machine Details | Amount for 04 Hour | VAT | Amount with VAT | Rate per additional hour |
|---|-----------------------------------|--------------------|-----|-----------------|--------------------------|
| 1 | JCB Machine (Minimum 04 Hours) | | | | |

Remarks (any other Terms & Conditions)

.....

.....

- *Should be quoted as rate per hour with VAT*
- *Driver & Fuel has to be supplied by the Contractor.*

.....

**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

Bidding conditions for regular maintenance and providing janitorial services to Crow Island Beach Park

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 Crow Island Beach Park 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 date of commencement.
03. **Each location have a separate specification.**
04. **Bidder can bid for one or more locations or all locations.**
05. **The bidder should have minimum 03 years' experience.**
06. 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.
07. 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.
08. Offers should be submitted in original with duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
09. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
10. **The Municipal Council/ Municipal Commissioner reserve the right to terminate each contract at any time for unsatisfactory execution of the janitorial services.**
11. A bid security **from a** recognized bank in Sri Lanka **acceptable to Colombo Municipal Council, valid for 150 days** from the date of closing of the bid should be submitted with the bid document. Bid security 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. Each location should mention in the each bid security.

11. 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.
12. The successful bidder will be required to **execute an agreement** for each bid with the Colombo Municipal Council for the satisfactory provision of services.
13. The successful bidder shall submit an on demand performance security from a bank acceptable Colombo Municipal Council, for amount **equivalent to the 10% of two years contract price and valid until a date 28 days from the end of the contract period for each bid**. Bid price is 24 times of the monthly price.
14. 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.
15. 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.
16. 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.
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 Crow Island beach Park”** 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. 23.11.2023 bids sent by post will and rejected. bids received after the closing time will be rejected.
20. 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

6. Specifications and Requirements – Crow Island Beach Park – Engineers Department

1. Weeding of drive way edges, pathways, under benches and turfed areas etc. once in two week and remove all debris.
2. Cutting grass weekly or in couple of weeks on whole premises as required and clean the lawn.
3. Watering all plants every day in dry season and as required in rainy season.
4. Maintenance of flower plants including replanting of damaged /dead plants and weeding grass.
5. Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials.
6. Cleaning of earth drain
7. Placing of colored bins in the necessary locations to collect all the Non- Bio degradable and biodegradable materials and proper disposable method should be used to remove the refuse in particular bins daily.
8. Dry Sweeping and damp mopping the benches and other furniture at the beach park every day followed by burnishing with recommended detergents if required to remove all marks, stains etc.
9. Cleaning of playing equipment of children's park.
10. Dry Sweep and damp mop the floors of office building every day including corridors, pavement and burnish with a solution of approved detergents weekly to remove all marks and stains etc.
11. Cleaning of doors, windows and balustrades etc. of the office building always dust free. Cleaning of cob webs in both inside & outside the building monthly in a weekend or a holiday.
12. Cleaning all toilet doors and fanlights etc. in the office building and keep all mirrors and glass panes in shining condition.
13. Cleaning of all toilets including floors, wall tiles, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize when necessary. Maintain the flushing and draining systems always in good useable condition.
14. Removing all refuse including waste paper baskets, garbage bins etc.
15. Cleaning of Lagoon and silt trap when necessary and as instructed.
16. Collection of garbage and cleaning of beach as and when necessary.
17. Cleaning of boardwalk at the breakwater.
18. The sequence of cleaning of Toilets and Facility Center should follow this check list
 - a. Pick up litter and sweep floor
 - b. Clean and sanitize commodes and urinals
 - c. Clean and sanitize basins
 - d. Clean mirror and polish all bright work
 - e. Spot-clean walls, ledges, vents and partitions

- f. Wet- mop floors and ensure dry floor.
- g. Keep toilet illuminated/replace burnt bulbs.
- h. Display any warning signs where necessary indicating wet floors.

19. Cleaning should be done more often during peak hours and less during off-peak hours. Frequency of cleaning is usually determined by expectation and standard of maintenance required by CMC. High quality chemicals, disinfectants scents/ air fresheners shall be provided by the selected Bidder as described below.

| | |
|---|---|
| Wall/ Floor (Ceramic, Granite and Marble Tiles) | Use neutral based cleaners or disinfectants. Do not use acid-based cleaners on marble |
| Glass/ Mirror | Use ammonia or neutral based cleaners |
| Sanitary Wares | Use disinfection cleaners |
| Stainless Steel /Chrome | Use stainless steel/ chrome polish |
| Plastic/ PVC | Use ammonia or neutral based cleaners |
| Toilet Bowls | Use disinfectant or mild abrasive liquid cleaners |

20. The successful bidder shall follow proper Toilet cleaning procedures as per the schedules as follows.

| Item | Activity | Frequency |
|---|---|-------------|
| Floor | Hand scrub, Wash & mop to ensure removal of soil keep the dry condition | Daily |
| Wall | Hand scrub, wash to ensure removal of stains and dirt. | Fortnightly |
| Wash Basins | Scrub with scrubbing pad to remove stubborn stains | Daily |
| Toilet Bowls & Urinals, Water Closets, Commodes | Scrub with scrubbing pad to remove stubborn stains scrub beneath rim to ensure removal of yellow stains | Daily |
| Glass/Mirror | Wipe clean to remove dusts | Weekly |
| Soap Dispenser | Dismantle and check/clear chokes | Weekly |
| Exhaust Fans | Wipe clean to remove dusts | Weekly |

- 21. The selected bidder will not be allowed whatsoever to execute any other work or business in the toilet locations.
- 22. Any other work assigned by the Colombo Municipal Council related to maintenance and cleaning of Crow Island Beach Park.
- 23. Providing any other services required from time to time for keeping the areas clean.

24. Providing necessary equipment, tools and machinery (like bush cutters) which are required for complete the above-mentioned work.
25. A JCB machine should be provided for 4 hours a day whenever required.(Compulsorily file the part 04)
26. The bidder shall submit the completed Annex – 01 (for payment for the service as on agreement) minimum number of janitors shall be twenty five (25) [10 female labourers and 15 male labourers] with one (01) Supervisor.
27. The working hours shall be from 7.00 a.m. to 7.00 p.m. everyday including the weekends and holidays. All the garbage shall be cleaned prior to leaving the premises. Two workers should be available until the premises is closed and the at least one supervisor should be available from 7.00 a.m. to 7.00 p.m.
28. Instructions given at any time by Colombo Municipal Council should be carried out.
29. Failure to do any of the services mentioned in this contract will lead to a deduction of the rates in annexure 01 Bill of quantities for that work from monthly payment.
30. BOQ amount (Annexure – 01) for all items and unit rates
31. All Labourers & supervisors should be able to perform their duties of satisfactory level.
32. Workers should be mentally, physically, fit and should be between the ages of 18- 55 years. Details of workers shall be prior to commence the work.
33. Following facts may be taken in to consideration before bidding.
34. Workers should wear uniforms while on duty.
35. List of satisfactorily competed/ ongoing projects in this nature should be attached for the guidance in selection of the suitable contractor.
36. Deduction will be done according to the Monthly rate Description table and formulas. (Table 1-3) mention in the bid.
37. The said service provider shall ensure, that 25 Laborer and 02 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01

Proportionate Percentage

| | | | |
|-----|---|---|-----|
| I. | Wages of janitors | = | 30% |
| | Wages of visiting supervisor | = | 05% |
| II. | Other performance of works | | |
| | • Around the premises | = | 27% |
| | • Furniture, Equipment and other structures | = | 11% |
| | • Office Building | = | 05% |
| | • Collection & Disposal | = | 13% |

- Toilets = 09%
- 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 Around the premises = $\frac{\text{Monthly payment} \times 0.27 (1.1 -1.7) \times \text{Non Cleaning Premises}}{\text{No. of total dates for month}}$
- IV. Deduction for Furniture, Equipment etc.. = $\frac{\text{Monthly payment} \times 0.11 (2.1- x 2.2) \text{ Non Cleaning Furniture, Equipment}}{\text{No. of total dates for month}}$
- V. Deduction for Office Building = $\frac{\text{Monthly payment} \times 0.05 (3.1-3.2) \times \text{Non Cleaning Office Building}}{\text{No. of total dates for month}}$
- VI. Deduction for Collection & Disposal = $\frac{\text{Monthly payment} \times 0.13 (4.1-43) \times \text{Collection \& Disposal}}{\text{No. of total dates for month}}$
- VII. Deduction for Non Toilet Cleaning (Every Day) = $\frac{\text{Monthly payment} \times 0.09 (5.1-5.3) \times \text{Nonperformance days}}{\text{No. of total dates for month} \times \text{Toilet Cleaning (Every Day)}}$

Table 03**Percentage covering the cleaning activities**

| No | Name of the Cleaning Activity | Covering percentage for the total cleaning service |
|-----------|--|--|
| 1. | Around the premises | 27% |
| 1.1 | Weeding of drive way edges, pathways, under benches and turfed areas etc. once in two week and remove all debris. | 6% |
| 1.2 | Cutting grass weekly or in couple of weeks on whole premises as required and clean the lawn. | 5% |
| 1.3 | Watering all plants every day in dry season and as required in rainy season. | 4% |
| 1.4 | Maintenance of flower plants including replanting of damaged /dead plants and weeding grass. (Plants will be supplied by CMC) | 3% |
| 1.5 | Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials. | 3% |
| 1.6 | Cleaning of earth drain weekly/when Necessary. | 2% |
| 1.7 | Cleaning of boardwalk at the breakwater. | 4% |
| 2 | Furniture, Equipment and other structures | 11% |
| 2.1 | Dry Sweeping and damp mopping the benches, other furniture at the beach park every day followed by burnishing with recommended detergents if required to remove all marks, stains etc. | 6% |
| 2.2 | Cleaning of playing equipment of children's park. | 5% |

| | | |
|----------|--|------------|
| 3 | Office Building | 5% |
| 3.1 | Cleaning all the furniture and partitions, doors and windows keep dust free. | 3% |
| 3.2 | Removing all refuse including waste paper baskets, garbage | 2% |
| 4 | Collection & Disposal | 13% |
| 4.1 | Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials. | 7% |
| 4.2 | Placing coloured bins in the necessary locations to collect all the Non- Bio degradable and biodegradable and proper disposable method is used to remove the refuse in particular bins daily. (Bins will be Supplied By CMC) | 3% |
| 4.3 | Assist in Shramadana Campaign by providing necessary man power, machinery and equipments including backhoe and private parties (at least once a month) To assist in tree planting programme conducted at the park when required. | 3% |
| 5 | Toilets (To be cleaned every day) Note : <ul style="list-style-type: none"> • Cleaning Floor Tiles and wall tiles • Cleaning Toilet fittings such as bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize when necessary. Maintain the flushing and draining systems always in good usable condition. Cleaning all the toilet doors and fanlights etc. and keep all mirrors and glass panes in shining condition | 09% |
| 5.1 | Toilet in Office Building | 3% |
| 5.2 | Toilets in Facility Center & Bath | 3% |
| 5.3 | Children Toilets | 3% |
| 10. | Janitor (Daily) | 30% |
| 11. | Visiting supervisor (Daily) | 5% |

38. Inspection of the above premises could be arranged with prior appointment with the Head Office at Colombo Municipal Council, Land Management and Environmental Development Division, Town Hall, Colombo 07. **Tel. 0112695475 and 0112675987.**

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 2022 and 2023. (Marks 40)
(Please submit the list)

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

| | | |
|---|------------------------------|------------|
| 3.8.d. Submit the Service Time table. | } Please attach (enclose) | (Marks 20) |
| 3.8.e. Submit the details of Chemicals proposed to be used. | | (Marks 20) |
| 3.8.f. Submit the details of Equipment proposed to be used. | | (Marks 20) |

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**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)]

