

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
Fax No. 2662329

INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO COLOMBO CITY LIMIT MUNICIPAL PREMISES.

BID NO : CPD23/1627/2025

BID OPENING DATE : 2026.03.05 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. Fire Department
 - Fire Service Head Office
 - Wellawatte Training Center
 - Hettiyawaththa Sub Service Station
2. Secretary Department
 - Town Hall Office Complex & Municipal Press
 - Old Town Hall
 - New Town Hall , Millennium Center & Colombo Waste Water Project Office
3. Public Assistance Department
 - Home for the aged & Home for Children at Battaramulla

PART - III*1. Monthly rates quoted to the providing of janitorial services to Fire Service Head Office - FSD*

Quoted Monthly Rate	
Janitors – (04)(Male – 03, Female – 01)	Rs.
Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Sub Total	Rs:
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for One year with V.A.T.	Rs:

Total Cost for One year 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 :

2. Monthly rates quoted to the providing of janitorial services to Wellawatte Training Center- Fire Services Department

Quoted Monthly Rate	
Janitors (02) (Male – 01, Female – 01)	Rs.
Visiting Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Sub Total	Rs:
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for One year with V.A.T.	Rs:

Total Cost for One year 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 :

3. Monthly rates quoted to the providing of janitorial services to **Hettiyawatte Sub Service Station - Fire Services Department**

Quoted Monthly Rate	
Janitors (01) (Male – 01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Sub Total	Rs:
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for One year with V.A.T.	Rs:

Total Cost for One year 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 :

4. Monthly rates quoted to the Providing of Janitorial Services to *Town Hall Office Complex & Municipal Press– Secretary’s Department*

Quoted Monthly Rate	
Janitors (30) (Male – 15 , Female – 15)	Rs.
Visiting Supervisor (02)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs.
Sub Total	Rs.
V.A.T. 18%	Rs.
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for One year with V.A.T.	Rs:

Total Cost for One year 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 :

Monthly rates quoted to the Providing of Janitorial Services to Old Town Hall – Secretary's Department

Quoted Monthly Rate	
Janitors (07) (Female – 04 , Male – 03)	Rs.
Supervisor (01)	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Sub Total	Rs:
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for One year with V.A.T.	Rs:

Total Cost for One year 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 :

4. Monthly rates quoted to the Providing of Janitorial Services to **New Town Hall , Millennium Center & Colombo Waste Water Project Office – Secretary’s Department**

Quoted Monthly Rate	
Janitors (07) } <i>New Town Hall & Millennium</i>	Rs.
Supervisor (01) } <i>Center</i>	Rs.
Janitor (01) - Colombo Waste Water Project Office	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Sub Total	Rs:
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for One year with V.A.T.	Rs:

Total Cost for One year 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 :

4. Monthly rates quoted to the Providing of Janitorial Services to Home for the aged & Home for the children at Battaramulla- PAD

Quoted Monthly Rate	
Janitors (Day Time) – Female – 07	Rs.
Male - 05	Rs.
Supervisor (Day Time) (01)	Rs.
Janitors (Night Time) - Female – 04	Rs.
Male - 03	Rs.
Material Cost	Rs:
Overhead & Profit	Rs:
Sub Total	Rs:
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for One year with V.A.T.	Rs:

Total Cost for One year 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 :

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Bidding 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 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 One year (12 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 year's experience in the Relavant Field.**
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 / Construction Guaranteed Fund **acceptable to Colombo Municipal Council, valid for 150 days** from the date of closing of the bid should be submitted along with the bid document or refundable cash deposit or a Bank Draft. 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. In Case of Cash Deposit the bidder shall deposit the money with Colombo Municipal Council and attached the Original Receipt along with the Bid.

Bid Security Values for each Location

<u>Location</u>	<u>Bid Bond Value</u>
1. Fire Service Head Office – Fire Service Department –	Rs. 50,000.00
2. Wallawatte Training Center - Fire Service Department –	Rs. 50,000.00
3. Hettiyawatte Sub Service Station – Fire Service Department –	Rs.50,000.00
4. Town Hall Office Complex & Municipal Press – Secretary’s Department	Rs. 50,000.00
5. Old Town Hall – Secretary’s Department –	Rs. 50,000.00
6. New Town Hall , Millennium Center & Colombo Waste Water Project Office - Secretary’s Department	Rs. 50,000.00
7. Home for the aged & Home for the children at Battaramulla Public Assistance Department	Rs. 50,000.00
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 Council shall not be responsible for any Labour Disputes that may arise between the service provider and his employees.	
13. The successful bidder will be required to execute an agreement for each bid with the Colombo Municipal Council for the satisfactory provision of services.	
14. The successful bidder shall submit an on demand performance security from a bank acceptable Colombo Municipal Council, for amount equivalent to the 5% of two years contract price and valid until 28 days beyond the end of the contract period for each bid . Bid price is 24 times of the monthly price.	
15. 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.	
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. Bidders whose 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.	
18. 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.	

19. “ **Bids for janitorial services to Colombo City Limit Municipal Premises** ” shall be written on the top left hand corner of the sealed envelope which contains the bid.
20. 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.2025 bids sent by post will and rejected. bids received after the closing time will be rejected.
21. 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/-.
22. Bidder shall Submit Non - Conclusion Affidavit according to the Procurement Guideline Ref 1.5 in the format attached.

2. SPECIFICATIONS AND REQUIREMENTS

1. Specifications and Requirements – Fire Service Head Office – Fire Service Department

1. Sweep and clean all areas and remove all refuse, including those from waste paper 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 follows.

No	The Section to be Cleaned (Office & Toilet)	Quantity(Square Feet)	No of Times
01	Office Premises, Quarters & Parking Area	24500	Once a day
02	Toilets & Wash Rooms (11 Nos)	1025	Twice a day
03	Open Area	10000	Once a day

2. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day.
3. 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.
4. 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.
5. 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.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks, Photocopy Machines, Telephones, Fax machines, Printers and keep surfaces always dust free.
8. Clean all the sections & Dormitories of Firemen, Motormen, first class firemen, leading firemen & section officers Barracks, all the Sections & areas of new building, all the sections & areas of Administrative building, all the vehicle yard areas, all the garden areas.
9. 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.
10. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.

11. Wax the floor area once in two months.
12. 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.
13. 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.
14. Cleaning of surface drains and cleaning of gulley.
15. Instructions given at any time by Chief Fire Officer Should be carried out.
16. Provide any other services required from time to time to keep the premises and surrounding areas clean.
17. Minimum number of janitors shall be Four (04) should be 03 male and 01 Female and one (01) Supervisor.
18. Daily working hours for Janitors employment will be from **7.30 a.m. to 5.30 p.m.** on all working days of the weekend on Saturdays, Sundays, Poya Days and Public Holidays.
19. The Janitor should be mentally, physically fit for the said janitorial service and shall be between the ages of 18 – 55 years.
20. He / She should not be residing and from the surrounding area.
21. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
22. If and when necessary pre and post arrangements to be carried out at the location, during functions.
23. Services should be provided to all the buildings, shelters and other structures within the premises
24. Janitors should wear uniforms and identity card when on duty.

Estimated Minimum Material & Chemical requirement list as follows:

No	Items	Monthly Needed Quantity
01	Multi- Purpose Cleaner/ Liquid Detergent (Teepol,Britol)	15L
02	Disinfectant Cleaner (Lysol)	15L
03	Air Freshner	15L
04	Red Polish	2Kg
05	Glass Cleaner	6L
06	Garbage Bags (Black) - Thickness Micro Meter 200 ට වැඩි ලොකු /කුඩා	150
07	Tile Cleaner	10L
08	Toilet Bowl Cleaner (Harpic)	15L

Equipments to get supplied during the Contract Period by the Contractor:

No	Equipments	Quantity	Yearly Needed
01	Mamoty	02	Yearly
02	Vaccum Cleaner	01	Yearly

Other Consumbales to get supplied by the Contractor

No	Equipments	Quantity	Yearly Needed
01	Ekel Broom	36	Yearly
02	Broom	144	Yearly
03	Mop	72	Yearly
04	Duster	240	Yearly

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

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 | = | <u>10%</u> |

100%

Table 02**Deduction formula**

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for the month} \times \text{Total no.of janitors (Item 10)}}$
- II. Absent of Supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for the month} \times \text{Total no. of supervisors (Item 11)}}$
- III. Deduction for Sweeping/Mopping (Inside /outside) = $\frac{\text{Monthly payment} \times 0.40 \times \text{Total no.of absent days for month}}{\text{No. of total dates for the month (Item 1 - 2)}}$
- IV. Deduction for Toilet Cleaning (Item 4) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for the month} \times \text{Frequency of shifts of cleaning toilets}}$
- V. Deduction for non-Performance Works (items 5 - 9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance days}}{\text{No. of total dates for the month}}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, windows, fanlights, fans & etc and keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	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. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	supervisor (Daily)	5%

26. Inspection of the above premises could be arranged with prior appointment with the Head Office at T. B. JayahMawatha, Colombo 10. **Tel.0112686087.**

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 2023 and 2024.

(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used.

3.8.f. Submit the details of Equipment proposed to be 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

2. Specifications and Requirements - Wellawatte Training Center- Fire Service Department

1. Sweep and clean all the areas including office areas, auditorium, lecture halls, Corridors, common passages.

No	The Section to be Cleaned (Office & Toilet)	Quantity(Square Feet)	No of Times
01	Office Premises & Officer Quarters – Four Storied Building (One Floor – 60’ x 40)	23700	Thrice a day
02	Toilets & Wash Rooms	1200	Twice a day
03	Open Area	50600	Once a day

2. Sweep and clean out side areas (vehicle yards, demonstration grounds and lawns.etc.) everyday.
3. Dry sweep and damp mop followed by burnishing with recommended agents the floor **every day** to remove all marks, stains etc. Burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.
4. Clean the external walls of the building and keep always dust free.
5. Clean Lawns, vehicle yard demonstration grounds and remove waste immediately **after each and every training programme** and function and keep the place waste free all the time.
6. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, if there any training function 3 times 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 etc. in the toilets where necessary.
7. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door slashes, window slashes, and fanlights in shining condition.
8. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
9. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free. Clean all the telephones with recommended detergent and keep always clean.
10. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition
11. Wax the floor area **once in two months**.
12. Services should be provided to all the buildings, shelters and other structures within the premises.
13. Provide any other services required from time to time to keep the premises and surrounding areas clean.
14. Minimum number of janitors shall be two (02) should be male and female and one (01) Visiting Supervisor.

15. The minimum daily working hours for Janitors employment will be ten hours from **7.30 a.m. to 5.30 p.m.** on all working days of the week and on Saturdays, Sundays, Poya Days and Public Holidays
16. Instructions given at any time by Chief Fire Officer Should be carried out.
17. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.

Estimated minimum Materials & Chemicals requirement list as follows:

Items	Monthly Needed Quantity
Multi- Purpose Cleaner/ Liquid Detergent (Teepol,Britol)	20L
Hydrochlorine /Phenol	20L
Disinfectant Cleaner (Lysol)	10L
Bleaching Powder	5Kg
Air Freshner	10L
Soap	10
Glass Cleaner	6L
Garbage Bags (Black) Thickness Micro Meter 200 ට වැඩි Large / Small	Large – 100 Small - 50
Tile Cleaner	20L
Toilet Bowl Cleaner (Harpic)	20L
Phenol	10L
Vim (Dishwash Powder) Bottles	5

Requirements to get supplied by the contractor during the Contract Period:

No	Equipments	Quantity	Yearly Needed
01	Mamoty	02	Yearly
02	Grass Cutter	01	Yearly
03	Rekka	01	Yearly
04	Manna Knife	02	Yearly

Other Consumables to get supplied during the contract period by the contractor

No	Equipments	Quantity	Yearly Needed
01	Ekel Broom	15	Yearly
02	Broom	40	Yearly
03	Mop	12	Yearly
04	Viper (Large)	12	Yearly
05	Viper (Small)	12	Yearly
06	Toilet Brush	60	Yearly
07	Floor Cleaning Brush	20	Yearly
08	Dust Bin (Small)	10	Yearly
09	Dust Bin (Large)	05	Yearly
10	Dust Pan	10	Yearly
11	Serviet (Large)	30	Yearly

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

Table 01
Proportionate Percentage

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

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for the month} \times \text{Total no.of janitors (item 10)}}$
- II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for the month} \times \text{Total no. of supervisors (item 11)}}$
- III. Deduction for sweeping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for the month (item 1)}}$

- IV. Deduction for sweeping (Outside) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month}}$ (item 2)
- V. Deduction for Mopping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month}}$ (item 3)
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for the month} \times \text{Frequency of shifts of cleaning toilets}}$ (item 4)
- VII Deduction for non-Performance Works = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance days}}{\text{No. of total dates for the month}}$ (item 5 – 9)

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, windows, fanlights, fans & etc and keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	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. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	Visiting supervisor (Daily)	5%

19. Inspection of the above premises could be arranged with prior appointment with the Head Office at T. B. Jayah Mawatha, Colombo 10. **Tel.0112686087.**

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 2023 and 2024.
(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

3. Specifications and Requirements - Hettiyawatte Sub Service Station - Fire Service Department

1. Sweep and clean all the areas including office areas, auditorium, lecture halls, Corridors, common passages.

No	The Section to be Cleaned (Office & Toilet)	Quantity(Square Feet)	No of Times
01	Office Premises & Officer Quarters Two Storied Building (One Floor – 60’ x 40)	10750	Once a day
02	Toilets & Wash Rooms (06 Nos)	200	Twice a day
03	Open Area	6600	Once a day

2. Sweep and clean out side areas (vehicle yards, demonstration grounds and lawns.etc.) everyday.
3. Dry sweep and damp mop followed by burnishing with recommended agents the floor **every day** to remove all marks, stains etc. Burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.
4. Clean the external walls of the building and keep always dust free.
5. Clean Lawns, vehicle yard demonstration grounds and remove waste immediately **after each and every training programme** and function and keep the place waste free all the time.
6. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, if there any training function 3 times 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 etc. in the toilets where necessary.
7. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door slashes, window slashes, and fanlights in shining condition.
8. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
9. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free. Clean all the telephones with recommended detergent and keep always clean.
10. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition
11. Wax the floor area **once in two months**.
12. Services should be provided to all the buildings, shelters and other structures within the premises.
13. Provide any other services required from time to time to keep the premises and surrounding areas clean.

14. Minimum number of janitors shall be One (01) should be male .
15. The minimum daily working hours for Janitors employment will be ten hours from **7.30 a.m. to 5.30 p.m.** on all working days of the week and on Saturdays, Sundays, Poya Days and Public Holidays
16. Instructions given at any time by Chief Fire Officer Should be carried out.
17. The Janitor should be mentally, physically fit for the said janitorial service and shall be between the ages of 18 – 55 years.

Estimated minimum requirement list as follows:

No	Items	Monthly Needed Quantity
01	Multi- Purpose Cleaner/ Liquid Detergent (Teepol,Britol)	3L
02	Disinfectant Cleaner (Lysol)	6L
03	Bleaching Powder	2Kg
04	Air Freshner	6L
05	Glass Cleaner	1L
06	Garbage Bags (Black) – Thickness Micro Meter 200 ට වැඩි ලොකු /කුඩා	Large150
07	Tile Cleaner	2L
08	Toilet Bowl Cleaner (Harpic)	6L
09	Vim (Dishwash Powder) Bottles	4

Consumables to get supplied by the contractor during the Contract Period:

No	Equipments	Yearly Needed
01	Mamoty	01
02	Vaccum Cleaner	01

Equipments Consumables to get supplied by the contractor during the Contract Period:

No	Equipments	Yearly Needed
01	Ekel Broom	24
02	Broom	36
03	Mop	24
04	Duster	48

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

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	=	<u>10%</u>
			<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no.of janitors (item 10)}}$
- II. Absent of supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no.of janitors (item 11)}}$
- III. Deduction for sweeping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 1)}}$
- IV. Deduction for Sweeping(Outside) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 2)}}$
- V. Deduction for Mopping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 3)}}$
- VI. Deduction for Toilet Cleaning = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates For the month} \times \text{Frequency of shifts of cleaning toilets (item 4)}}$
- VII. Deduction for non-Performance Works = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for the month (items 5 – 9)}}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, windows, fanlights, fans & etc and keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	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. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	Visiting supervisor (Daily)	5%

19. Inspection of the above premises could be arranged with prior appointment with the Head Office at T. B. Jayah Mawatha, Colombo 10. **Tel.0112686087.**

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)

.....
.....

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 2023 and 2024.
(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

2.1 Specifications and Requirements – Townhall Office Complex & Municipal Press of Secretary’s Department

1. sweep and clean all areas including office areas, corridors, common passages, two court yards, car parks, drive way, cleaning & maintenance lawn area ...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.

No	Place	The Section to be Cleaned (Office / Toilet & Outside the Office)	Quantity(Square Meters)	No of Times
01	Municipal Press	Office Premises	9720	Twice a day
		Outside the Office	7150	Twice a day
		Toilet Area	330	Thrice a day
02	Town Hall Office Complex	Office Section	8169.3	Twice a day
		Varanda & Lobby Area	1894.6	Twice a day
		Lawn & RoadS Outside the Office	18230	Twice a day
		Middle Compound	1161.2	Twice a day
		Toilet Area	182.4	Four Times a day

2. The Townhall complex functions from 7.00 a.m. to 7.00 p.m. everyday including the working days and holydays, if there is a special meeting held in the town hall (eg. Council meeting), two janitors should be available until the premises is closed and at least one supervisor should be available until the premises is closed. At least one supervisor should be available from 7.00 a.m. to 7.00 p.m everyday.
3. Minimum number of Thirty (30) (15- female labour and 15- male labour) janitors with Two (02) visiting supervisors for said janitorial service daily.
4. The Janitors who mentally and physically fit for the said janitorial service and shall be between the ages of 18-55 years.

5. Service Provider shall replace water taps,Commode sisterns accessories and bidet Shower with new items when they are broken or malfunctioning and responsible for maintain these items.
6. Service Provider shall take Necessary arrangements to keep flower pots with beautiful flower plants in the lobby and along the corridors and get created flower stands under the guidance and Advice of Design section.
7. Service Provider shall take Necessary action to keep the townhall and sourrounding lands,with greenery beautiful including middle yard and maintain them.
8. The Council shall not be responsible for any Labor disputes that may arise between the service provider and his employees.
9. 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 indemnify the Council against any such claim, loss, damage or liability.
- 10.The Council shall deduct as per in table 1 and 2 in page 95-96 of bid in requirements- Town Hall Office Complex and Municipal Press – Secretaries Department .
- 11.The service provider shall agree that 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.
- 12.The service Provider shall take every precaution to avoid damages to any property or person of the council and to a third party. Any losses due to negligence of the Janitors deployed by the, service Provider shall be recovered from the monthly bill.
- 13.In the event the service provider is unable to provide services due to any reason whatsoever, 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.
- 14.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 whatsoever to the said service provider and take Legal action for the recovery of damages caused to the said Council.

Estimated minimum materials & Chemicals requirement list as follows:

No	Items	Monthly Needed Quantity
01	Multi- Purpuse Cleaner/ Liquid Detergent	30L
02	Hydrochlorine/Phynol	30L
03	Bleaching Powder	7KG
04	Glass Cleaner	5L
05	Brasso	2L
06	Air Freshner	25L
07	Air Freshner Can (Original)	12 L
08	Soap	30
09	Harpic (Toilet Bowl)	20L
10	Dettol	2L
11	Vim (Dishwash Powder)	6Kg
12	Tile Cleaner	12L
13	Paper Roll	40
14	Soap (LUX)	15
15	Hand Wash	12 L
16	Washing Powder	2Kg
17	Napthalene Balls	75

Consumables to get Supplied by the Contractor during the Contract Period

	Equipments	Quantity	Monthly Needed/Yearly Needed
01	Ekel Broom	12	Monthly
02	Broom	12	Monthly
03	Mop	12	Monthly
04	Hand Brush	6	Monthly
05	Dusters	24	Monthly
06	Dust Pan	10	Monthly
07	Garbage Bags	300	Monthly
08	Gloves	20	Monthly
09	Cobweb Brush	2	03 Months
10	Glass Viper	4	03 Months
11	Viper	10	03 Months
12	Deck Brush	10	03 Months
13	නාචඩ් (Toilet Brush)	10	Monthly
14	Sponge	15	Monthly
15	Toilet Towel	10	03 Months
16	Toilet Bucket	20	06 Months
17	Mop Bucket	5	06 Months
Equipments - to get Supplied by the Contractor during the Contract Period			
18	Polisher Machine	1	Using these Equipments During the Contract Period
19	Vaccum Cleaner (Dry)	1	
20	Pressure Pump	1	
21	Vaccum Cleaner (Wet)	1	
22	Step Ladder (අඩි 12)	1	Using these Equipments During the Contract Period
23	Step Ladder (අඩි 08)	1	
24	Step Ladder(අඩි 06)	1	
25	Mamoty (Large)	1	Using these Equipments During the Contract Period
26	Mamoty (Small)	2	
27	Rekka රේක්ක	2	
28	Manna Knife	1	
29	Flower Bush Cutter	1	Using these Equipments During the Contract Period
30	Horse 100 m	2	
31	Carts	2	Using these Equipments During the Contract Period
32	Grass Cutter	1	
33	Shovel	2	

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

Table 01
Proportionate Percentage

I. Wages janitors	=	30%
Visiting supervisor	=	05%
II. Other performance of works		
➤ Sweeping	=	40%
➤ Toilet cleaning	=	15%
➤ Using vacuum cleaner others	=	<u>10%</u>
		<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no.of janitors (item 10)}}$
- II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for the month} \times \text{Total no. of supervisors(item 11)}}$
- III. Deduction for sweeping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 1)}}$
- IV. Deduction for sweeping (Outside) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 2)}}$
- V. Deduction for Mopping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 3)}}$
- VI. Deduction for Toilet Cleaning = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates} \times \text{Frequency of shifts of cleaning toilets (item 4)}}$
- VII. Deduction for non-Performance Works = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for the month (items 5 – 9)}}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1	Sweeping/floor area – indoor	15%
1.1	Sweeping/floor area – outdoor	10%
2	Mopping. floor area – indoor	15%
3	Cleaning the toilets (Twice a day)	15%
4	Cleaning doors, Windows, fanlights, fans & etc. and Keep clean all the gutters of the roof.(Weekly)	2%
5	Clean all the furniture & telephones. (Daily)	2%
6	Wash and iron all the door and window curtains once in three months and dry clean satin door and window curtains once in six months	2%
7	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. (Daily)	2%
8	Polish the name boards.(Monthly)	2%
9	Janitor	30%
10	Visiting supervisor	5%

42. Inspection of the above premises could be arranged with prior appointment with the Head Office at Colombo Municipal Council, Secretary's Department, Colombo 07. **Tel.0112691794**

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 2023 and 2024.
(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

2.2. Specifications and Requirements - Old Town Hall – Secretary’s Department

1. Sweep and clean all areas including Office areas, corridors, common passages, ...etc. and Remove all refuse, including the waste paper baskets, Refuse should be collected from the tea room and any water collected from air conditioners should be removed.

No	Place	The Section to be Cleaned (Office / Toilet & Outside the Office)	Quantity(Square Meters)	No of Times
01	Old Town Hall	Office Premises	22510	Twice a day
		Outside the Office	9060	Twice a day
		Toilet Area	330	Thrice a day

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. Service Provider shall replace water taps,Commode sisterns accessories and bidet Shower with new items when they are broken or malfunctioning and responsible for maintain those items.
6. Service Provider shall take Necessary arrangements to keep flower pots with beautiful flower plants in the lobby and along the corridors and get created flower stands under the guidance and Advice of Design section
7. Contractor shall take Necessary action to keep the townhall and sourrounding lands,with greenery beautiful including middle yard and maintain them.
8. Spray air fresheners in all the office rooms at least **once a day**.
9. 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.
10. Clean the lawns and remove waste immediately after each function and keep it waste free all the time.
11. 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.

12. 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.
13. 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.
14. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.
15. Clean all the furniture, Museum items, glass pads, paper trays, racks and cubicles and keep always dust free.
16. Clean all the telephones with recommended detergent at least **once a day** and keep always clean.
17. Clean and polish all name boards, sign boards, **daily** to keep in perfect shining condition
18. Wash and iron all the door and window curtains once in three months and replace it same
19. Clean & Hoover the carpet areas at least **twice a week**.
20. Shampoo the floor carpets **once a month** and when there are patches.
21. Wax the floor area and apply red polish once in two months
22. Uproot and remove any unwanted growth on building walls or boundary walls.
23. Remove all the 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. Removal 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 town premises
29. Provide necessary equipment. Constantly placing a polishing machine with accessories.

30. Provide any other services required from time to time for keeping the areas clean.
31. Minimum numbers of janitors shall be 07 and 01 Supervisor. (04 female, 3 male & 01 Supervisor).
32. Janitors and Supervisor should be work from 6.30 a. m. to 6.30 p.m. on all days of the month including Saturdays, Sundays, Poya days, and Public Holidays. if there is a special meeting & festival held in the Old town hall two male janitors should be available until the premises is closed.
33. When approved special festivals are held by the premises 12 hours normal working shift (6.30 a. m. to 6.30 p.m.) can be changed by Old town hall care taker due to service requirement. If any case one person can covered maximum time up to 7.30 a.m. in the morning up to 7.30 p.m. in the evening for only three days for a month.
34. In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.
35. In addition general rules and disciplinary rules applicable to the institute will be applied.
36. Instructions given at any time by Municipal Secretary should be carried out.
37. Deduction will be done according to the deduction measuring details table and formulas mentioned in the bid.
38. All Labourers & supervisors should be able to perform their duties in a of satisfactory level.
39. Janitors should be mentally and physically fit and should be between the ages of 18-55 years.
40. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.
41. The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.
42. Following facts may be taken in to consideration before biding
 - ϵ Janitors should wear uniforms while on duty.
 - ϵ Inspection of the building may be arranged with prior appointment
 - ϵ List of satisfactorily competed/ ongoing Projects in this nature should be attached for the guidance in selection of a suitable contractor.

Estimated minimum materials & Chemicals requirement list as follows:

No	Items	Quantity(Monthly)
01	Multi- Purpose Cleaner/ Liquid Detergent	12L
02	Hydrochlorine/Phynol	16L
03	Toilet Bowl / Cleaner (Harpic)	12 L
04	Hand Wash	5L
05	Dettol	500 ml
06	Bleaching Powder	500 g
07	Vim (Dishwash Powder)	500 g
08	Air Freshner	8L
09	Air Freshner Can	3
10	Soap	12
11	Red Polish (5 Kg) Tin	6
12	Vax 5 Kg Tin	6
13	Paper Roll	12
14	Soap	3
15	Napthalene Balls	25

Consumables to get Supplied by the Contractor during the Contract Period:

No	Items	Quantity	Monthly / Yearly
	Equipments		
01	Ekel Broom	5	Monthly
02	Broom	7	Monthly
03	Comad Brush	4	Monthly
04	Deck Brush	3	Monthly
05	Hand Brush	4	Monthly
06	Dust Pan	4	Monthly
07	Cobweb Brush	2	Monthly
08	Viper	4	Monthly
09	Mop	7	Monthly
10	Toilet Bucket	6	04 Months
11	Mop Bucket	13	04 Months
12	Toilet Towel	2	Monthly
13	Duster	10	Monthly

Equipments to get supplied by the Contractor during the Contract Period:

No	Items	Quantity	Yearly Needed Quantity
01	Polisher Machine	1	Using these Equipments During the Contract Period
02	Mamoty (Large)	1	
03	Mamoty (Small)	1	
04	Shovel	1	
05	Rekka (රෙක්ක)	1	
06	Manna Knife	1	
07	Cart / Wheelbarrow	1	
08	Step Ladder (අඩි 10)	1	
09	Rubber Horse 100 m	1	

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

Table 01
Proportionate Percentage

I. Wages janitors	=	30%
supervisor	=	05%
II. Other performance of works		
➤ Sweeping	=	40%
➤ Toilet cleaning	=	15%
➤ Using vacuum cleaner others	=	<u>10%</u>
		<u>100%</u>

Table 02

Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no.of janitors (item 10)}}$
- II. Absent of supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no. of supervisors (item 11)}}$
- III. Deduction for sweeping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 1)}}$
- IV. Deduction for sweeping (Outside) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 2)}}$
- V. Deduction for Mopping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 3)}}$
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for the month} \times \text{Frequency of shifts of cleaning toilets (item 4)}}$
- VII. Deduction for non-Performance Works = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for the month (item 5 - 9)}}$

Table 03
Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1	Sweeping/floor area – indoor	15%
1.1	Sweeping/floor area – outdoor	10%
2	Mopping. floor area – indoor	15%
3	Cleaning the toilets (Twice a day)	15%
4	Cleaning doors, Windows, fanlights, fans & etc. and Keep clean all the gutters of the roof.(Weekly)	2%
5	Clean all the furniture & telephones. (Daily)	2%
6	Wash and iron all the door and window curtains once in three months and dry clean satin door and window curtains once in six months	2%
7	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. (Daily)	2%
8	Polish the name boards.(Monthly)	2%
9	Janitor	30%
10	Visiting supervisor	5%

42. Inspection of the above premises could be arranged with prior appointment with the Head Office at Colombo Municipal Council, Secretary's Department, Colombo 07. **Tel.0112691794**

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 2023 and 2024.
(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

4. Specifications and Requirements New Town Hall , Millennium Center & Colombo Waste Water Project Office – Secretary’s Department

1. Sweep and clean all areas including Office areas, corridors, common passages, ...etc. and Remove all refuse, including the waste paper baskets, Refuse should be collected from the tea room and any water collected from air conditioners should be removed.

No	Place	The Section to be Cleaned (Office / Toilet & Outside the Office)	Quantity(Square Meters)	No of Times
01	New Town Hall,,Millenium Center & Colombo Waste Water Project Office	Inside the New Town Hall & Whole Building	2075.2	Twice a day
		Building & External Area (Roads,Parking Area)	1726.3	Twice a day
		Toilet Area	138	Thrice a day (According to the New Town Hall Programmes)

2. Sweep and clean all areas including lawn, gardens, car parks, drive way, Compound...etc. **twice a day.**
3. Dry sweep and damp mop followed by burnishing, the granite floor with a recommended detergent the **every day** to remove all the marks, stains...etc. Burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.. Apply heavy duty floor polisher as required.
4. 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.
5. Contractor shall replace water taps, Commode sisterns accessories and bidet Shower with new items when they are broken or malfunctioning and responsible for maintain those items.
6. Contractor shall take Necessary arrangements to keep flower pots with beautiful flower plants in the lobby and along the corridors and get created flower stands under the guidance and Advice of Design section.
7. 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.
8. Spray air fresheners in all the office rooms at least **once a day**.
9. Clean the external walls of the building and always dust free.
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, light switches, air conditioners, refrigerators, radio and television etc. always dust free.

12. Clean all the furniture & Fittings, glass pads, paper trays, racks, cupboards, cabinets and cubicles, beds, bookshelves, book almirahs, books, sculpture wooden stage, etc. keep always dust free.
13. 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.
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. Keep clean all the gratings at the inlets of down pipes and keep clean gutters of the roof top and slab area to prevent mosquito breeding sites on the premises.

17. All surface drains, galleys to be kept clean and free of blockages all the time.
18. Clean & Hoover the carpet areas at least **twice a week**.
19. Shampoo the floor carpets **once a month** and when there are patches and Hoover during the normal daily cleaning.
20. Wax the floor area **once in two months** including parquet area.
21. Uproot and remove any unwanted growth on building walls or boundary walls.
22. Remove all the posters pasted on the walls, boundary walls...etc.
23. Removal all dead animals if any.
24. Take precautions to prevent animals entering the building.
25. Services should be provided to all the buildings, huts, and shelters lying inside the premises of the new town hall & Millennium Center.
26. Provide necessary equipment.
27. Provide any other services required from time to time for keeping the areas clean.
28. Minimum numbers of janitors shall be 07 and 01 Supervisor. Colombo Waste Water Project Office - Janitors shall be 01.
29. Janitors and Supervisor should be work from 7.00 a. m. to 7.00 p.m. on all days of the month including Saturdays, Sundays, Poya days, and Public Holidays. if there is a special meeting & festival held in the New town hall two Janitors should be available until the premises is closed.
30. When approved special festivals are held by the premises 12 hours normal working shift (7.00a.m. to 7.00 p.m.) can be changed by New town hall care taker due to service requirement. If any case one person can cover maximum time up to 7.30 a.m. in the morning up to 7.30 p.m. in the evening only three days for a month.
31. In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.
32. In addition general rules and disciplinary rules applicable to the institute will be applied.
33. Instructions given at any time by Municipal Secretary should be carried out.
34. Deduction will be done according to the deduction measuring details table and formulas mentioned in the bid.
35. All Labourers & supervisors should be able to perform their duties in a of satisfactory level.
36. Janitors should be mentally and physically fit and should be between the ages of 18-55 years.
37. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.
38. The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.

39. Following facts may be taken in to consideration before bidding

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

the guidance in selection of a suitable contractor.

Consumables to get supplied by the Contractor during the Contract Period:

No	Items	Monthly Needed Quantity
01	Multi- Purpuse Cleaner/ Liquid Detergent (Teepol , Britol)	25L
02	Hydrochlorine/Fynol	25L
03	Harpick (Toilet Bowl)	25L
04	Air Freshner Can	15
05	Soap	40
06	Towel	12
07	Paper Roll (Original)	30
08	Lysol	10
09	Glass Cleaner	5
10	Air Freshner Soap	20
11	Bleaching Powder	10Kg
12	Hand Wash	10L
13	Napthalene Balls Packets	20
14	Red Polish	10 Kg
15	Black Paint	2L
16	Red Paint	8L
17	Garbage Bags	150
18	Garbage Bags (Small)	80

Estimated minimum materials & Chemicals requirement list as follows:

No	Equipments	Quantity	Monthly Needed / Yearly Needed
01	Ekel Broom	8	Monthly
02	Broom	8	Monthly
03	Mop	12	Monthly
04	Deck Brush	6	Monthly
05	Dusters	30	Monthly
06	Comad Brush	6	Monthly
07	Viper	6	Monthly
08	Dust Pan	6	Monthly
09	Hand Brush	4	Monthly
10	Glass Viper	2	Monthly
11	Mop Bucket	6	Monthly
12	Coil Brush	6	Monthly

Equipments to get supplied by the contractor during the Contract Period:

No	Equipments	Quantity	Yearly Needed
01	Polisher Machine	1) Using these Equipments During the Contract Period
02	Vaccum Cleaner (Dry)	1	
03	Step Ladder (12 Feet)	1	
04	Step Ladder (08)	1	
05	Mamoty (Large)	1	
06	Mamoty (Small)	1	
07	Rekka രെക്ක	2	
08	Manna Knife	1	
09	Flower Bush Cutter	1	
10	Horse 100 m	1	
11	Cart	1	
12	Shovel	2	

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

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	=	<u>10%</u>
		<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no.of janitors (item 10)}}$
- II. Absent of Supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no. of supervisors (item 11)}}$
- III. Deduction for sweeping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 1)}}$
- IV. Deduction for sweeping (Outside) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month (item 2)}}$
- V. Deduction for Mopping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for the month (item 3)}}$
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets (item 4)}}$
- VII. Deduction for non-Performance Works (items) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for the month (item 5 – 9)}}$

Table 03

Percentage covering the cleaning activities

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, Windows, fanlights, fans & etc and Keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	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. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	supervisor (Daily)	5%

41. Inspection of the above premises could be arranged with prior appointment with the Head Office at Colombo Municipal Council, Secretary's Department, Colombo 07. **Tel.0112691794**

5. Specifications and Requirements – Home for the aged and Home for the children at Battaramulla - PAD

1. Shift	<u>Female</u>	<u>Male</u>	<u>Supervisor</u>
Day Shift – 7.00 a.m. to 7.00 p.m.	07	05	01
Night Shift – 7.00 p.m. to 7.00 a.m.	04	03	-

When the Charity Commissioner decides that an employee should be terminated for any misconduct or other allegation during the period of service, his service should be terminated.

No	The Section to be Cleaned (Office & Toilet)	Quantity(Square Meters)	No of Times
01	Toilets / Wash Room Areas	2037	Main Cleanings per day 03 Times Additional Cleanings per day 02 Times (Cleaning of Places Where Inward Patients Stay as Required)
02	Building Areas	39314	Cleanings per day 02 Times & Total Cleaning (Comprehensive Cleaning) Once a Week
03	Cleaning of Compound and Sourrounding Lands.	3 ¹ / ₂ Acres	Main Cleanings per day 02 Times & Total Cleaning (Comprehensive Cleaning) Once a week.Grass Cutting Once in a month

2. Janitors should be mentally, physically fit and female janitors should bellow 55 and Male Janitors should bellow 60 years.

3. All employees must remain in the workplace for the entire period of service prescribed, and must wear the appropriate uniform and an identity card issued by their organization during office hours.
4. When employing male janitors, the continuous shift should not exceed 36 hours and for Female Janitors the continuous shift should not exceed 12 hours.
5. All employee must accurately sign their arrival and departure.
6. Toilets and wards should be cleaned, and the environment around the building should be kept clean and tidy on a daily basis
7. Cleaning Services should be carried out using cleaning chemicals and equipment provided to the authority of the elderly and children's home on a monthly basis by the institution providing the cleaning service and issued daily.
8. Janitors should cooperate with the staff of other service (Attendant Service, Security Service) providers in this Institution.
9. Cleaning Services should be carried out using cleaning chemical and equipment provided to the authority of the elderly and children's home on a monthly basis by the institution providing the cleaning service and issued daily.
10. Buildings, equipment, and other property at the Home for the aged & Home for the Children at Battaramulla should be protected and used safely.
11. Duties assigned by the Superintendent and Wardens time to time should be done by janitors.
12. In addition, the Colombo Municipal Council or the Department of Public Assistance should act in accordance with the circulars issued from time to time as required and comply with existing tax laws
13. Staff should adhere to the prevailing health regulations of the country.

Estimated minimum materials & Chemicals requirement list as follows:

No	Items	Quantity	Monthly Needed / Yearly Needed
01	Teepol / Britol	4L Can 06	Monthly
02	Hydrochlorine / Finol	4L Can 03	Monthly
03	Lysol	4L Can 03	Monthly
04	Bleaching Powder	6 Kg	Monthly
05	Brasso	1L(Small Quantity)	Yearly
06	Air Freshner	4L Can 04	Monthly
07	Red Polish	10 Kg	Yearly
08	Air Freshner Soaps	20 Soaps	Monthly
09	Glass Cleaner	4L	Monthly
10	Garbage Bags	Large 80 Small 20	Monthly
11	Harpic	4L Can 08	Monthly

Consumables to get supplied by the Contractor during the Contract Period

No	Equipments	Quantity Yearly Needed
01	Ekel Brooms	60
02	Brooms	120
03	Mop	120
04	Viper	120
05	Rubber Gloves	480
06	Mop Basket	30
07	Dust Bin	Large 08 / Small 10
08	Sponge Pieces	120
09	Dust Pan	30
10	Toilet Brush	140
11	Small Brush (Round)	120
12	Serviet	160
13	Cob web Brooms	40

Equipments Consumables to get supplied by the contractor during the Contract Period:

No	Equipments	Quantity Yearly Needed
01	Polisher	01
02	Mamoty	02
03	Rekka	03
04	Garden Knife	02
05	Grass Cutting Machines	01
06	Manna Knife	02
07	Cleaning Trolley	02

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

13. The said service provider shall ensure, that 19 janitors and 01 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 janitors	=	30%
supervisor	=	05%
II. Other performance of works		
➤ Sweeping	=	40%
➤ Toilet cleaning	=	15%
➤ Using vacuum cleaner others	=	<u>10%</u>
		<u>100%</u>

Table 02

Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no.of janitors}}$
(Item 10)
- II. Absent of Supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month} \times \text{Total no. of supervisors}}$
(Item 11)
- III. Deduction for sweeping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the Month}}$
(Item 01)
- IV. Deduction for sweeping (Outside) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month}}$
(Item 02)
- V. Deduction for Mopping (Inside) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for the month}}{\text{No. of total dates for the month}}$
(Item 03)
- VI. Deduction for Toilet Cleaning = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates} \times \text{Frequency of shifts of cleaning toilets}}$
(Item 04)
- VII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for the month}}$

Table 03**Percentage covering the cleaning activities**

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, Windows, fanlights, fans & etc and Keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	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. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	supervisor (Daily)	5%

13. Inspection of the above premises could be arranged with prior appointment with the Head Office at Public Assistance Department, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10.
Tel.0112693903

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 2023 and 2024.
(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

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)]

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

<p>Annexure III of Chapter 01</p> <p>Non-conclusion Affidavit (Template)</p> <p>(Procurement Guideline Reference – 1.5)</p>
<p>The undersignedhereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;</p> <p>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;</p> <p>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</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.</p> <p>The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto berofe me)</p> <p>On this Day of ... at ...</p> <p>BEFORE ME,</p> <p>JUSTICE OF THE PEACE/COMMISSIONER OF OATHS</p>

