COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
Fax No. 2662329

INVITATION FOR BIDS: BID FOR JANITORIAL SERVICES AT VIHARAMAHA DEVI PARK.

BID NO : CPD 23/2411/2025 (A)

BID OPENING DATE **: 2026.10.11** **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
    - Viharamaha Devi Park

Part III

1. *Monthly rates quoted For the Provision of Janitorial Services to* ***Viharamaha Devi Park – Engineer's Department.***

Quoted Monthly Rate **Janitors (51) – (Day Time) - Male** **Janitors (06) – (Night Time) – Male** **Tractor Driver (01)** **Supervisor (02)**	 Rs. Rs. Rs. Rs.
Labour Cost Total Material Cost Overhead & Profit	Rs: Rs. Rs.
Total monthly cost without VAT	Rs:
VAT 18%	Rs:
Total Quoted Monthly Cost With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

……
SIGNATURE OF BIDDER
AND SEAL OF THE FIRM.

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Biding conditions for regular maintenance and providing Janitorial services to Colombo City Limit Municipal Premises & Viharamaha Devi 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 Colombo City Limit Municipal Premises & Viharamaha Devi 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. **The bidder should have minimum 03 year's experience in the Relavant Field.**

04. The successful bidder should provide the janitorial services from a date fixed by the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, even at short notice.

05. The successful 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.

06. Offers should be submitted in original with duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.

07. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.

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

09. **Bid Value shall be valid for 120 days**

10. 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 (Annexure 01) or refundable cash deposit or a Bank Draft. **Bid Security Value is Rs. 1,800,000.00** Bid securities issued by insurance firms will not be accepted. Bids not accompanying the required bid security will be rejected. The location should mention in the bid security. In Case of Cash Deposit with Colombo Municipal Council shall be attached the Original Receipt along with the Bid.

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 **enter into an agreement** 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. (Refer Annexure 02)

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. Tenderer should beare Legal Charges mention in the Annexure 3.

18. VAT Registration Certificate issued by the department of Inland Revenue should be submitted if applicable VAT for the bidder. If not a letter from the Inland Revenue Department for Non – liable of VAT should be submitted with the bid.

18. Tenderers / Bidders whose total 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.

19. 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.

20. " **<u>Bids for janitorial service to Viharamaha Devi Park "</u>** shall be written on the top left hand corner of the sealed envelope which contains the bid.

21. Bid should be forwarded in Original with Duplicate.Both Copies of the bid shall be signed and sealed by the bidder and enclose in separate envelops and seal,each shall be marked " ORIGINAL" & "DUPLICATE" and the **Name of the bid,**Item and Closing Date : and Address to the "**Municipal Commissioner" Municipal Secretary's Office, Colombo Municipal Council, Town hall, Colombo 07.**Thereafter Both **ORIGINAL** & **DUPLICATE** Should be enclosed in one envelop and Sealed and mark the Name of bidding item to be supplied on top left hand corner and Closing Date and Address to Municipal Commissioner, Colombo Municipal Council ,Town Hall ,Colombo 07.

22. The duly perfected bids should be deposited in the Tender Box kept in the **Municipal Secretary's Department, Town Hall, Colombo 07.**before closing as per time and date, Published in the press Notice. Bidders or their authorized representatives are allowed to be Present at the time of opening of the bids.

23. 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/-.

24. Bidder shall Submit Non - Conclusion Affidavit according to the Procurement Guideline Ref 1.5 in the format attached. (Annexure – 04)

2. Specifications and Requirements – Viharamaha Devi Park – Engineers Department

1. The cleaning work of the garden should start at 6.30 a.m

No	The Section to be Cleaned (Office & Toilet)	Quantity(Square Feet)	No of Times
01	Main Entrance – B 1	1,686.87	Once a day
02	Open Turf – B - 2	56,972.13	Once a day
03	Picnic Area – B - 4	6,532.58	Once a day
04	Children Play Area – B - 5	10,507.85	Once a day
05	Open Play Ground – B - 6	6,238	Once a day
06	Theme Park – B - 7	8,615.7	Once a day
07	Garden Zone – B - 8	24,380.5	Once a day
08	Elephant Bath – B - 9	16,641	Once a day
09	Fruit & Medicinal Tree Zone – B - 10	8,576.28	Once a day
10	Open Air Theatre & Festival Park – B - 12	24,032.37	Twice a day

2. To remove garbage collected especially near children's playground during night time 06 employees should be detained till 12 midnight.
3. Daily sweeping of the garden and removal of rubbish
4. Daily moving and removal of grass clippings.
5. Drain cleaning
6. Cleaning of ponds
7. Daily cleaning of Open Air Theater
8. Cleaning of light poles, Benches, Summer Huts, Picnic Huts etc.
9. Cleaning the flower seat in front of the Buddha statue
10. Removal of weeds and cleaning between paving stones of walkways
11. Watering all the plants every day in dry season and as required in rainy season.
12. Segregation and daily removal of garbage collected in garbage bins and washing of bins.
13. Cleaning of restrooms and roof in the park.
14. Cleaning the exterior and roof of toilets.
15. Daily cleaning of fallen leaves and waste from the lake in the garden.
16. Cleaning of children's equipment in the children's park once a week.
17. Provide any other services required from time to time for keeping the areas clean.

18. Materials and equipment's to be supplied by contractor

    I. Broom
    II. Ekal broom and plastic slats
    III. Brush for cleaning ponds (Bathroom brush)
    IV. Mop
    V. Wiper
    VI. Handcart for collecting leaves
    VII. Rattan baskets for collecting leaves
    VIII. Other sanitary items required (glues, boots) etc.
    IX. Lawn mower and their accessories
    X. The fuel needed to run those machines
    XI. Chlorine

19. Equipment provided by the municipality

    I. Tractor (To collect garbage) – driver to be provided
    II. Water Bowser
    III. Garbage bins

20. **Minimum numbers of janitors shall be 51 (Day time) and 06 for Night time. (57 male labourers and one tractor driver with two Supervisors)**

21. Janitors and supervisor should be work from 6.30 a. m. to 5.00 p.m.in the day time & night shift should be from 7.00 p.m to 5.00 a.m. .

22. In any case one person can cover maximum time up to 7.00 a.m. morning and in the evening up to 5.30 p.m. only Three days for a month.

23. In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.

24. If person is not reporting for their duty, 10% of the total amount of the institute will be disentitled.
25. In addition general rules and disciplinary rules applicable to the institute will be applied.

26. Instructions given at any time by Director Engineer (LMED) should be carried out.

27. Placing of colored bins in the necessary location to collect all non- bio degradable and bio degradable materials and proper disposable method should be used to remove the refuse in particular bins daily

28. Deduction will be done according to the Monthly rate Description table and formulas (Table 1 – 2) mentioned in the bid.

29. All labourers & supervisors should be able to perform their duties of satisfactory level

30. Workers should wear uniforms while on duty (With mention company logo not CMC logo)

31. Map of the Viharamaha Devi Park is shown in Annexure 06.

Estimated minimum materials & Chemicals requirement list as follows:

No	Item	Quantity (Yearly)
01	Bleaching Powder	50 Kg
02	Chlorine	100 Kg

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

No	Equipments	Yearly Needed
01	Mamoty	10
02	Ekel Brooms	350
03	Brooms	25
04	Mop	50
05	Duster	25
06	Ekel Rekka	350
07	Dust Pan With Stand	12
08	Iron Rekka	15
09	Shovel	10
10	Alawangu (අලවංගු)	5
11	Manna Knife	5
12	Wheel Barrow	5
13	Hand Cart	12
14	1’’Hose 30 m	3
15	Bush Cutters	6
16	Goggles	10
17	Boots	50
18	Gloves (Rubber) – Long Sleeve	150
19	Mullu (මුල්ලු)	15
20	Petrol	1200 L
21	2 T Oil	60 L
22	Hand Brush	120
23	Cob Web Clean Equipment	10
24	Brush (12’’ or 6’’)	20
25	Viper	15

31. 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	=	10%
			100%

Table 02

Deduction formula

VII Absent of janitors = $\frac{\text{Monthly payment x 0.3 x Total no.of absent days for the month}}{\text{No. of total dates for month x Total no.of janitors (Item 10)}}$

III. Absent of supervisor = $\frac{\text{Monthly payment x 0.05 x Total no.of absent days for the month}}{\text{No. of total dates for month x Total no. of supervisors (Item 11)}}$

IV. Deduction for Sweeping/Mopping (In/out) = $\frac{\text{Monthly payment x 0.40 x Total no.of absent days for the month}}{\text{No. of total dates for the month (item 1)}}$

V. Deduction for Toilet Cleaning (Item 4) = $\frac{\text{Monthly payment x0.15 x Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for the month x Frequency of shifts of cleaning toilets}}$

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

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 Engineer's Department, Land Management & Environmental Development Division,Colombo 07 **Tel.0112691191**

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**

<u>State the following and submit copies of evidence.</u>

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

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] ---------- (Colombo Municipal Council) * **Beneficiary**: Municipal Commisssioner, Colombo Municipal Council [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 III of Chapter 01

Non-conclusion Affidavit (Template)

(Procurement Guideline Reference – 1.5)

Annexure 04

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

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

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

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

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

The foregoing Affidavit having been duly read over and explained by me to the 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)

On this …. Day of … at …

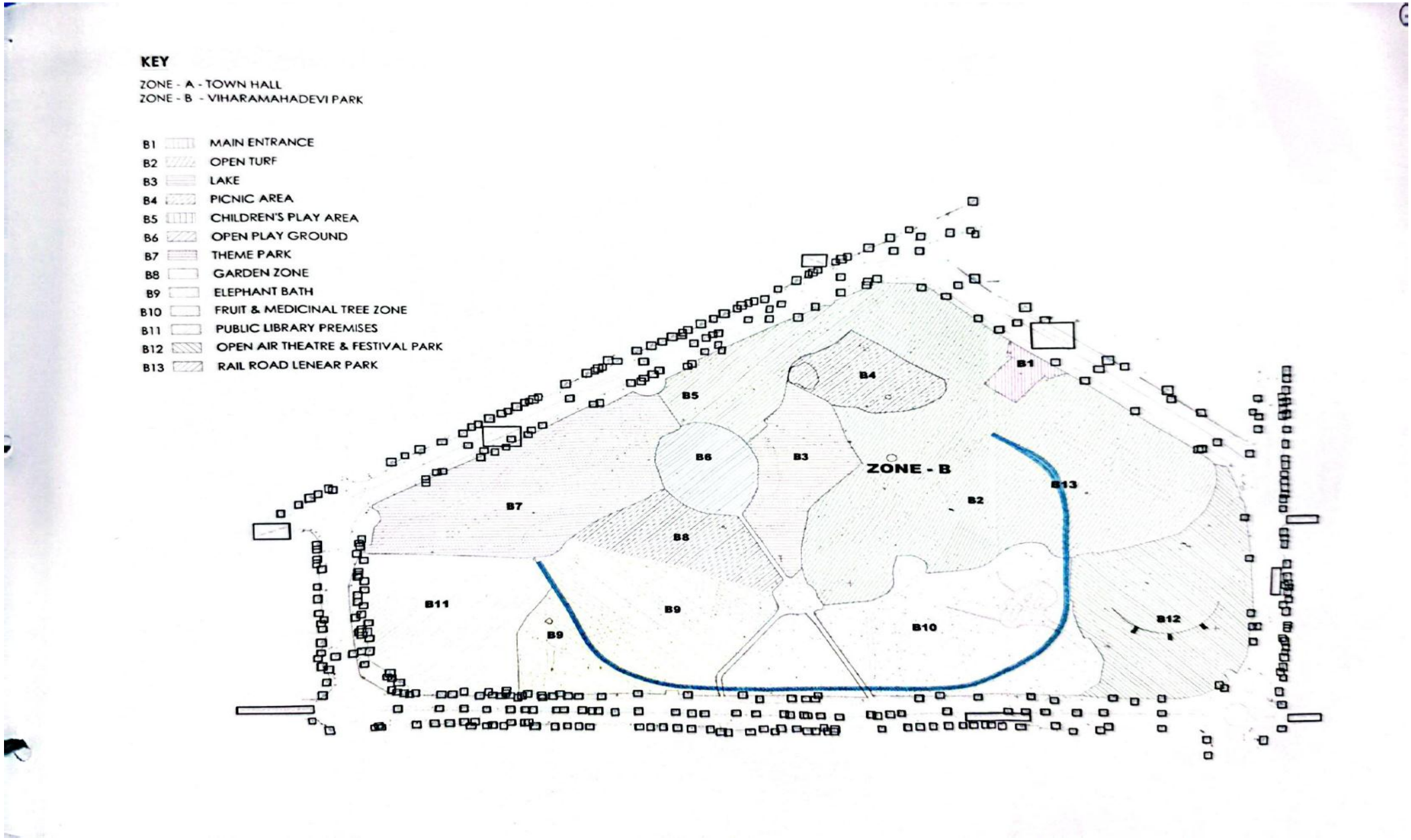
BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Annexure 05

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

Annexure 06


KEY
ZONE - A - TOWN HALL
ZONE - B - VIHARAMAHADEVI PARK
B1 MAIN ENTRANCE
B2 OPEN TURF
B3 LAKE
B4 PICNIC AREA
B5 CHILDREN'S PLAY AREA
B6 OPEN PLAY GROUND
B7 THEME PARK
B8 GARDEN ZONE
B9 ELEPHANT BATH
B10 FRUIT & MEDICINAL TREE ZONE
B11 PUBLIC LIBRARY PREMISES
B12 OPEN AIR THEATRE & FESTIVAL PARK
B13 RAIL ROAD LENEAR PARK
ZONE - B
B1
B2
B3
B4
B5
B6
B7
B8
B9
B9
B10
B11
B12
B13