

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
Fax No. 2662329

**INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO VIHARAMAHA DEVI
PARK AND COLOMBO CITY LIMIT MUNICIPAL
PREMISES.**

BID NO : **CPD13/362/2023**

BID OPENING DATE : **2023.03.16** **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. Viharamaha Devi Park
2. Maligawatte West Dispensary - HCD
3. Panchikawatte Dispensary – HCD
4. Kent Dispensary – HCD
5. St. Paul's Dispensary – HCD
6. Mutwal North Dispensary – HCD
7. Grandpass South Dispensary – HCD
8. Kotahena Dispensary – HCD
9. Borella South Dispensary - HCD
10. Mattakkuliya Dispensary – HCD
11. Madampitiya Dispensary - HCD
12. Kirulapone Dispensary – HCD
13. Vajira Dispensary - HCD
14. Timbirigasyaya Dispensary - HCD
15. Forbes Lane Dispensary – HCD
16. Suduwella Main Stores – CPD
17. Town Hall Office Complex & Municipal Press
18. Newham Square Dispensary – IMD
19. Drugs Manufactory and Kollupitiya Dispensary –IMD
20. Wellawatte , Sturt Street, Thimbirigasyaya,west kotahena, Dematagoda, Amour Street Dispensary – IMD
21. New Metro Deputy Chief Ayurvedic Medical Officer Office and Dispensary - IMD
22. Acupuncture Treatment Center - IMD
23. Madampitiya Technichal Training Center – HRM
24. Workshop

PART - III*1. Monthly rates quoted to the providing of janitorial services to **Viharamaha Devi Park***

Quoted Monthly Rate	
Janitors – Day Time (64)	Rs.
Night Time (06)	Rs.
V.A.T. 15%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

.....

.....

.....

SIGNATURE OF BIDDER

AND SEAL OF THE FIRM.

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

2. *Monthly rates quoted to the providing of janitorial services to Maligawatte West Dispensary-Health Curative Department*

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

3. Monthly rates quoted to the Providing of Janitorial Services to **Panchikawatte Dispensary – Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

4. Monthly rates quoted to the Providing of Janitorial Services to **Kent Dispensary- Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

5. Monthly rates quoted to the Providing of Janitorial Services to St. Paul's Dispensary- Health Curative Department

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

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

.....

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

6. Monthly rates quoted to the Providing of Janitorial Services to Mutwal North Dispensary- Health Curative Department

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

7. Monthly rates quoted to the Providing of Janitorial Services to **Grandpass South Dispensary-Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

8. Monthly rates quoted to the Providing of Janitorial Services to **Kotahena Dispensary- Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

9. Monthly rates quoted to the Providing of Janitorial Services to Borella South Dispensary- Health Curative Department

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

10. Monthly rates quoted to the Providing of Janitorial Services to **Mattakkuliya Dispensary – Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

11. Monthly rates quoted to the Providing of Janitorial Services to **Madampitiya Dispensary – Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

12. Monthly rates quoted to the Providing of Janitorial Services to **Kirulapone Dispensary- Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

13. Monthly rates quoted to the Providing of Janitorial Services to **Vajira Dispensary – Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

14. Monthly rates quoted to the Providing of Janitorial Services to **Timbirigasyaya Dispensary – Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

15. Monthly rates quoted to the Providing of Janitorial Services to **Forbes Lane Dispensary – Health Curative Department**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

16. Monthly rates quoted to the Providing of Janitorial Services to **Suduwella Main Stores – Central Procurement Department**

Quoted Monthly Rate	
Janitors (02)	Rs.
Visiting Supervisor (01)	Rs.
V.A.T. 15%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

17. Monthly rates quoted to the Providing of Janitorial Services to **Town Hall Office Complex & Municipal Press**

Quoted Monthly Rate	
Janitors (30)	Rs.
Visiting Supervisor (02)	Rs.
V.A.T. 15%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

18. Monthly rates quoted to the Providing of Janitorial Services to **Newham Square Dispensary - IDM**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

19. Monthly rates quoted to the Providing of Janitorial Services to **Drugs Manufactory and Kollupitiya Dispensary - IDM**

Quoted Monthly Rate Janitors (02)	Rs.
V.A.T. 15%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

20. Monthly rates quoted to the Providing of Janitorial Services to **Wellawatte, Stuart Street, Thimbirigasyaya, West Kotahena, Dematagoda, Amour Street Dispensaries - IDM**

Quoted Monthly Rate	
Janitors (06)	Rs.
Visiting Supervisor (01)	Rs.
V.A.T. 15%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

.....

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

21. Monthly rates quoted to the Providing of Janitorial Services to **Deputy Chief Ayurvedic Medical Officer Office and Dispensary - IDM**

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

22. Monthly rates quoted to the Providing of Janitorial Services to **Acupuncture Treatment Center**
- IDM

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

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

23. Monthly rates quoted to the Providing of Janitorial Services to **Madampitiya Technical Training Center - HRM**

Quoted Monthly Rate Janitors (02)	Rs. .
V.A.T. 15%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

24. Monthly rates quoted to the Providing of Janitorial Services to **Workshop**

Quoted Monthly Rate Janitors (03)	Rs.
V.A.T. 15%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

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

.....

.....

.....

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

Name :
(Block Capitals)

Address :

WITNESSES :-**01. Signature :**

Name :

Address :

02. Signature :

Name :

Address :

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 the Colombo City Limit Municipal Premises under the terms and conditions given below.

01. Prospective bidder should have excellent and track record in providing janitorial service to government departments, corporations and other, reputed organizations for a period of not less than two years.
02. The contract will be valid for a period of two years (24 months) from the date of commencement.
03. **Each location have a separate specification.**
04. **Bidder can bid for one or more locations or all locations.**
05. **The bidder should have minimum 03 years' experience.**
06. The successful bidder should provide the janitorial services from a date fixed by the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, even at short notice.
07. The successful bidder should fulfill all his obligations under the relevant labour laws and regulations in regard to appointments and payments of wages, EPF, ETF, etc, towards the persons employed for the purpose of executing the contract.
08. Offers should be submitted in original with duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
09. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
10. **The Municipal Council/ Municipal Commissioner reserves the right to terminate each contract at any time for unsatisfactory execution of the janitorial services.**
11. A bid security **from a** recognized bank in Sri Lanka **acceptable to Colombo Municipal Council, valid for 180days** from the date of closing of the bid should be submitted with the bid document. Bid security required for each location as follows. Bid securities issued by insurance firms will not be accepted. Bids not accompanying the required bid security will be rejected. Each location should mention in the each bid security.

1. Viharamaha Devi Park – Rs. 900,000.00
 2. Maligawatte West Dispensary - HCD – Rs. 50,000.00
 3. Panchikawatte Dispensary – HCD – Rs. 50,000.00
 4. Kent Dispensary – HCD - Rs.50,000.00
 5. St.Paul's Dispensary – HCD – Rs. 50,000.00
 6. Mutwal North Dispensary – HCD – Rs. 50,000.00
 7. Grandpass South Dispensary – HCD – Rs. 50,000.00
 8. Kotahena Dispensary – HCD – Rs. 50,000.00
 9. Borella South Dispensary – HCD – Rs. 50,000.00
 10. Mattakkuliya Dispensary – HCD – Rs. 50,000.00
 11. Madampitiya Dispensary – HCD – Rs. 50,000.00
 12. Kirulapone Dispensary – HCD – Rs. 50,000.00
 13. Vajira Dispensary- HCD- Rs. 50,000.00
 14. Timbirigasyaya Dispensary- HCD – Rs. 50, 000.00
 15. Forbes Lane Dispensary – HCD – Rs. 50,000.00
 16. Suduwella Main Stores – CPD – Rs. 50,000.00
 17. Town Hall Office Complex & Municipal Press – Rs. 500,000.00
 18. Newham Square Dispensary – IMD- Rs. 50,000.00
 19. Drugs Manufactory and Kollupitiya Dispensary – IMD - Rs. 50,000..00
 20. Wellawtte, Stuart Street, Thimbirigasyaya, Kotahena West, Dematagoda and Amour Street Dispensaries – IMD – Rs. 60,000.00
 21. New Metro Deputy Chief Ayurvedic Medical Officer Office and Dispensary - IMD – Rs. 50,000.00
 22. Acupuncture Treatment Center – IMD – Rs. 50, 000.00
 23. Madampitiya Technical Training Center – Rs. 50,000.00
 24. Municipal Workshop – 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 successful bidder will be required to **execute an agreement** for each bid with the Colombo Municipal Council for the satisfactory provision of services.
 13. The successful bidder shall submit an on demand performance security from a bank acceptable Colombo Municipal Council, for amount **equivalent to the 10% of two years contract price and valid until a date 28 days from the end of the contract period for each bid**. Bid price is 24 times of the monthly price.

14. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly and deductions will be made proportionate rate for the non – performance / inadequate provision of service according to the agreed supplier's monthly rate description. Payment will be certified by an officer from the respective department considering the performance.
15. The rate quoted in the bid should be written in both figures and words. If there is a difference between the amount in words and figures, the amount in words will be considered as the correct amount. The VAT components should be shown separately.
16. Tenderers/ Bidders whose tenders/ Bids are over Rs. 5.0 Million should submit PCA (3) after registration with the Public Contract Registrar according to the Public Contracts Act No. 03 of 1987. PCA (4) registration certificate should be submitted when claim the payment.
17. The decision of the council on the offers received shall be final and conclusive and the council reserves the full right to accept or reject any or all the offers without giving reasons what so ever.
18. “ **Bids for janitorial services to Viharamhadevi Park and Colombo City Limit Municipal Premises** ” shall be written on the top left hand corner of the sealed envelope which contains the bid.
19. Bids in original with duplicate should be placed in the tender Box (Bid Box) of the Municipal secretary's department at Town hall, Colombo 07 before 10.00 hrs.2023 bids sent by post will and rejected. bids received after the closing time will be rejected.
20. Under the extraordinary gazette No 1530/13 dated 01st January 2008; all payments above Rs.25, 000/- will be subjected to a stamp duty of Rs.25/-.

2. SPECIFICATIONS AND REQUIREMENTS

1. Specifications and Requirements – Viharamaha Devi Park

1. The cleaning work of the garden should start at 7.00 a.m
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 outdoor theater
8. Cleaning of light poles, benches 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 the plants in the garden.
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 with driver (To collect garbage)
 - II. Water Bowser with driver

III. Garbage bins

20. **Minimum numbers of janitors shall be 64 (Day time) and 06 for Night time.**
21. Janitors and supervisor should be work from 7.00 a. m. to 7.00 p.m. .
22. If any case one person can covered maximum time up to 7.30 a.m. in the evening up to 7.30 p.m. only Three days for a month.
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 Municipal Secretary should be carried out.
27. 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>

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2021 and 2022. (Marks 40)

(Please submit the list)

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

3.8.d. Submit the Service Time table.

(Marks 20)

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

} Please attach

(Marks 20)

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

} (enclose)

(Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

2. Maligawatte West Dispensary- HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
13. **Minimum number of janitors shall be one (01) with one (01) visiting supervisor.**
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.

20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Based on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

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

Table 02
Deduction formula

- VI. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- VII. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
- VIII. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- IX. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- X. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- XI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- XII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

3. Specifications and Requirements – Panchikawatte Dispensary- HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 13. Minimum number of janitors shall be three (01) with one (01) visiting supervisor.**
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure that 01 labourer and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

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

Table 02
Deduction formula

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

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, fanc & 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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....

3.8. **Bidder's Qualifications**

State the following and submit copies of evidence.

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

.....

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
 (Please submit the list)

.....

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....

Signature and Seal of the Firm

4. Specifications and Requirements – Kent Road Dispensary- HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.**
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.

20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

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

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....

Signature and Seal of the Firm

5. Specifications and Requirements - St.Paul's Dispensary- HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.**
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 Laborer and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01

Proportionate Percentage

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

Table 02

Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- II. Absent of visiting = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{Supervisor No. of total dates for month} \times \text{Total no. of supervisors}}$
- III. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- VII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....

Signature and Seal of the Firm

6. Specifications and Requirements – Mutwal North Dispensary- HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.**
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 Labour and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01**Proportionate Percentage**

V.	Wages of janitors	=	30%
	Wages of visiting supervisor	=	05%
VI.	Other performance of works		
	• Sweeping, cleaning etc.	=	40%
	• Toilet cleaning	=	15%
	• Using Vacuum Cleaner others	=	<u>10%</u>
			<u>100%</u>

Table 02**Deduction formula**

- XIII. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- XIV. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
- XV. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- XVI. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- XVII. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- XVIII. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- XIX. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....

Signature and Seal of the Firm

7. Specifications and Requirements – Grandpass South Dispensary - HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 13. Minimum number of janitors shall be three (01) with one (01) visiting supervisor.**
14. The Poly Clinic functions from 7.30 a.m. to 3.30 p.m. on all working days of the week and 8.30 a.m. to 1.30 p.m. on Saturdays.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labourer and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

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

Table 02
Deduction formula

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

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 cleaning all the gutters of the roof. (weekly)	2%
5	Cleaning all 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 (Daily)	30%
10	Visiting supervisor (Daily)	5%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. **Bidder's Qualifications**

State the following and submit copies of evidence.

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

.....

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
 (Please submit the list)

.....

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....

Signature and Seal of the Firm

8. Specifications and Requirements - Kotahena Dispensary- HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipments and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.

20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner others	= <u>10%</u>
	<u>100%</u>

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....

Signature and Seal of the Firm

9. Specifications and Requirements –Borella South Dispensary- HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.
 20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= <u>10%</u>
	<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{30 \times \text{Total no.of janitors}}$
- II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{30 \times \text{Total no. of supervisors}}$
- III. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{30 \times \text{Frequency of shifts of cleaning toilets}}$
- VII. Deduction for non-Performance Works (items 5-9) = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for Month} \times 5}$

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

10. Specifications and Requirements For – Mattakkuliya Dispensary – HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 –55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.

20. Should attach a service time table.

22. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.

22. Clean roof, gutters and prevent mosquito breeding sites on the premises.

23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	=	30%
Wages of visiting supervisor	=	05%
II. Other performance of works		
• Sweeping, cleaning etc.	=	40%
• Toilet cleaning	=	15%
• Using Vacuum Cleaner other	=	<u>10%</u>
		<u>100%</u>

Table 02
Deduction formula

I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$

II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$

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

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

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

VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

11. Specifications and Requirements For- Madampitiya Dispensary - HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.

18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= <u>10%</u>
	<u>100%</u>

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....

Signature and Seal of the Firm

12. Specifications And Requirements For Kirulapone Dispensary - HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.

14. 14.The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= 10%
	<u>100%</u>

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

13. Specifications And Requirements For Vajira Road Dispensary – HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.

14. 14.The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= 10%
	<u>100%</u>

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

Signature and Seal of the Firm

.....
Signature and Seal of the Firm

14. Specifications and Requirements –Timbirigasyaya Dispensary - HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.

14. 14.The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.

20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= <u>10%</u>
	<u>100%</u>

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

15. Specifications and Requirements –Forbes Lane Dispensary - HCD

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. 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.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.

14. 14.The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.

19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure, that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= 10%
	<u>100%</u>

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

16. Specifications and Requirements –Suduwella Main Stores- CPD

01. Sweep and clean Office all areas and Office Rooms, Stores areas **One a day** remove all refuse, waste paper baskets,
02. Dust in all material storage area should be cleaned by **twice a week** using vacuum cleaner at suduwella main stores .
03. Clean all Three (03) toilets including floors using suitable detergents, wall tiles, urinals, bidets, squatting pans and before 8.30 am and 2.00 pm every working days, Saturdays & Sundays, clean commodes, wash basins **Twice a day**. Provide tissue rolls, hand wash to all Three (03) toilets as required. Maintain the flushing and draining systems always keeping them in good usable condition.
04. Clean all doors and windows, mirrors, all plain glasses in door and window sashes using detergents.
05. Clean and keep all the walls, switches, ceiling fans etc. always clean and dust free.
06. Clean all the furniture, Machines, glass pads, paper trays, racks and keep surfaces always dust free.
07. Wash and iron all window curtains once in six months.
08. Provide any other services required from time to time to keep the Office areas and Office rooms clean.
09. Minimum number of janitors shall be one (01) Female and One (01) Male with one (01) visiting supervisor.
10. The Main Stores functions from 7.00 a.m to 4.30 p.m on all working days of the week and Saturdays & Sundays.
11. The janitor should be mentally, physically fit and should be between the ages of 25-55 years.
12. All cleaning equipment's, tissue rolls and detergents should be provided by the bidder.
13. Janitors should wear uniforms and identity card when on duty.
14. The said service provider shall ensure, that 02 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= 10%
	<u>100%</u>

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. **BID FORMAT**

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. **Bidder's Qualifications**

State the following and submit copies of evidence.

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

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

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

Date:-.....

.....
Signature and Seal of the Firm

17. Specifications and Requirements –Town Hall Office Complex & Municipal Press

01. Sweep and clean all areas including office areas, corridors, common passages, two court yards, car parks, drive way...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.
02. All the collected refuse should be separated and stored in the colored bins located 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.
03. Dry sweep and damp mop followed by brushing, with a recommended detergent the floor every day to remove all the marks, stains...etc.. Brush with a solution of approved detergent weekly to remove all scuff marks, stains etc.
04. Spray air fresheners in all the office rooms at least once a day.
05. Sweep all the road ways and keep the roadways clean throughout a day.
06. Brush & remove all the earth on the roadways and keep all the time dust free.
07. Clean the external walls of the building and always dust free.
08. Clean the lawns and remove waste immediately after each function and keep it waste free all the time.
09. Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
10. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain dry all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always in good usable condition.
11. Provide air fresheners, soap, toilet paper rolls ...etc. in the toilets where necessary.
12. 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.
13. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.
14. Clean all the furniture, glass pads, paper trays, racks and cubicles and keep always dust free.
15. Clean all the telephones with recommended detergent at least once a day and keep always clean.
16. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
17. Wash and iron all the cotton door and window curtains once in three months and replace it same.
18. Take precautions to prevent animals entering the building.
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, 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 all the gutters of the roof.

26. Removal all dead animals if any.
27. Services should be provided all the buildings, huts, and shelters within the town hall premises
28. Providing necessary equipment.
29. Provide any other services required from time to time for keep the premises and surrounding areas clean.
- 30. Minimum numbers of janitors shall be thirty (30) (15-femal labour and 15 Male Laborers) with two (2) supervisors.**
31. The complex function 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 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.
32. Instructions given at any time by Municipal Secretary should be carried out.
33. All Labours & supervisors should be able to perform their duties of satisfactory level.
34. Janitors should be mentally, physically fit and should be between the ages of 18-55 years.
35. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.
36. 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. Following facts may be taken in to consideration before biding ,
 - ☐ Janitors should wear uniforms while on duty.
 - ☐ Inspection of the building may be arranged with prior appointment.
 - ☐ List of satisfactorily competed/ ongoing Projects in this nature should be attached for the guidance in selection of the suitable contractor.
37. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
38. The said service provider shall ensure , that 30 labour and 02 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= <u>10%</u>
	<u>100%</u>

Table 02
Deduction formula

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

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%

24. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. Reputed Clients

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

.....
.....

3.8. Bidder's Qualifications

State the following and submit copies of evidence.

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

18. Specifications and Requirements –Newham Square Dispensary – IMD

1. Remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
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. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
8. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
9. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. keep clean of the drains.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 12. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.**
13. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
14. He / She should not be residing and from the surrounding area.
15. All Cleaning, cutting, equipment and detergents should be provided by the bidder.

16. If and when necessary pre and post arrangements to be carried out at the location, during functions.
17. Janitors should wear uniforms and identity card when on duty.
18. Should attach a service time table.
19. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate
20. Clean roof, gutters and prevent mosquito breeding sites on the premises.
21. The said service provider shall ensure that 01 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= <u>10%</u>
	<u>100%</u>

Table 02
Deduction formula

I. Absent of janitors	= $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
II. Absent of visiting supervisor	= $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
III. Deduction for sweeping (In)	= $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
IV. Deduction for sweeping (Out)	= $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
V. Deduction for Mopping (In)	= $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
VI. Deduction for Toilet Cleaning (Twice a day)	= $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$

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

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%

22. Inspection of the above premises could be arranged with prior appointment with the Head Office at 79, CMC New Office Complex, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10 .Tel.0112695745.

3. *BID FORMAT*

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. Reputed Clients

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

.....
.....

3.8. Bidder's Qualifications

State the following and submit copies of evidence.

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

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 (Marks 20)
(enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

19. Specifications and Requirements –Drugs Manufactory and Kollupitiya Dispensary – IMD

1. Sweep and clean all areas including common passages etc. throughout the day. Collect and remove all refuse including those from waste paper buckets, office room, refuse collected at tea room and water collected from all waste from air conditioners **twice a day**.
2. Sweep and clean all areas including car park, drive way, compound etc. throughout the day. Cut the grass and keep cleaning all lawns and gardens 24 hours of the day. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required for courtyard area
3. Dry sweep and damp mop followed by brushing, the granite floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, timber skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **04 times a day**, disinfect and deodorize daily and maintain 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 air conditioner, refrigerators, radio, and television etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Clean and polish all name boards, sign boards, monthly to keep in perfect shining condition. All surface drains, gully's to be kept.
9. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.

12. Minimum number of janitors shall be Three (03) with one (01) visiting supervisor.

- (i) Drug Manufactory - 02 Janitors (Male – 01, Female 01)
 (ii) Kollupitiya dispensary - 01 Janitor (Male – 01)

13. The Dispensary functions from 7.30 a.m. to 5.30 p.m. on all days of month.
 14. The Janitor should be mentally, physically fit and should be between the ages of 25 – 60 years.
 15. He / She should not be residing and from the surrounding area.
 16. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
 17. Janitors should wear uniforms and identity card when on duty.
 18. Should attach a service time table.
 19. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
 20. The said service provider shall ensure that 03 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= <u>10%</u>
	<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
- III. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$

$$\text{VI. Deduction for Toilet Cleaning (Twice a day)} = \frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$$

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

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%

21. Inspection of the above premises could be arranged with prior appointment with the **Head office at No. 79, C.M.C New Office Complex, Baddegama Sri Wimalawansa Nahimi Mawatha, Colombo 10 Tel.011-2695745,011-2691563.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....

3.8. **Bidder's Qualifications**

State the following and submit copies of evidence.

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

.....

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
 (Please submit the list)

.....

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....
 Signature and Seal of the Firm

20. Specifications and Requirements –Wellawatte,Sturt Street,Thimbirigasyaya,west kotahena, Dematagoda and Amour Street Dispensary – IMD

1. Sweep and clean all areas inside the buildings and remove all refuse, including those from waste Bins/baskets, Medical officers/ pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
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. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
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 and keep surfaces always dust free.
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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. 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.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.

13. Minimum number of janitors shall be given below.

Dispensaries	Janitors
Wellawatte	01
Stuart Street	01
Thimbirigasyaya	01
Kotahena West	01
Dematagoda	01
AamarWeediya	01
Total	06

* and Visiting Supervisor

14. The Dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the weekend 8.30 a.m. to 1.30 p.m. on Saturdays.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.

16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.
20. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
21. The said service provider shall ensure that 06 labour and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= 10%
	<u>100%</u>

Table 02
Deduction formula

I. Absent of janitors	= $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
II. Absent of visiting supervisor	= $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
III. Deduction for sweeping (In)	= $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
IV. Deduction for sweeping (Out)	= $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
V. Deduction for Mopping (In)	= $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
VI. Deduction for Toilet Cleaning (Twice a day)	= $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$

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

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%

22. Inspection of the above premises could be arranged with prior appointment with the Head Office at 79, C.M.C. New Office Complex, BaddegamaWimalawansaHimiMawatha, Maradana, Colombo 10. **Tel.0112695745.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. Reputed Clients

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

.....
.....

3.8. Bidder's Qualifications

State the following and submit copies of evidence.

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

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 (Marks 20)
(enclose) (Marks 20)
(enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

21. Specifications and Requirements –Deputy Chief Ayurvedic Medical Officer Office and Dispensary – IMD

23. Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
24. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
25. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
26. 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.
27. 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.
28. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
29. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
30. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
31. 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.
32. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. keep clean of the drains.
33. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 34. Minimum number of janitors shall be one (01) .**
- 35. The Dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days**
36. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
37. He / She should not be residing and from the surrounding area.
38. All Cleaning, cutting, equipment and detergents should be provided by the bidder.

39. If and when necessary pre and post arrangements to be carried out at the location, during functions.
40. Janitors should wear uniforms and identity card when on duty.
41. Should attach a service time table.
42. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate
43. Clean roof, gutters and prevent mosquito breeding sites on the premises.
44. The said service provider shall ensure that 01 labour should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= 10%
	<u>100%</u>

Table 02
Deduction formula

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

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%

45. Inspection of the above premises could be arranged with prior appointment with the Head Office at 79, CMC New Office Complex, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10 .**Tel.0112695745.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....

3.8. **Bidder's Qualifications**

State the following and submit copies of evidence.

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

.....

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
 (Please submit the list)

.....

3.8.d. Submit the Service Time table.

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 (Marks 20)
 (enclose) (Marks 20)

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

Date:-.....

.....
 Signature and Seal of the Firm

22. Specifications and Requirements –Acupuncture Treatment Center – IMD

46. Remove all refuse, including those from waste bins/baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
47. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
48. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
49. 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.
50. 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.
51. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
52. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
53. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
54. 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.
55. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. keep clean of the drains.
56. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 57. Minimum number of janitors shall be one (01) .**
- 58. The Dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days**
59. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
60. He / She should not be residing and from the surrounding area.
61. All Cleaning, cutting, equipment and detergents should be provided by the bidder.

62. If and when necessary pre and post arrangements to be carried out at the location, during functions.
63. Janitors should wear uniforms and identity card when on duty.
64. Should attach a service time table.
65. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate
66. Clean roof, gutters and prevent mosquito breeding sites on the premises.
67. The said service provider shall ensure that 01 labour should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= 10%
	<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
- III. Deduction for sweeping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- IV. Deduction for sweeping (Out) = $\frac{\text{Monthly payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- V. Deduction for Mopping (In) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- VI. Deduction for Toilet Cleaning (Twice a day) = $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- VII. Deduction for non-Performance = $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}$

Works (items 5-9)

No. of total dates for month x 5

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%

68. Inspection of the above premises could be arranged with prior appointment with the Head Office at 79, CMC New Office Complex, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10 .Tel.0112695745.

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. Reputed Clients

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

.....
.....

3.8. Bidder's Qualifications

State the following and submit copies of evidence.

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table. (Marks 20)

3.8.e. Submit the details of Chemicals proposed to be used. (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. (Marks 20)

} 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

23. Specifications and Requirements –Madampitiya Technical Training center – HRM

1. To clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. to disinfect and deodorize them daily, to provide tissue rolls and air fresheners to all toilets at least twice a day or otherwise as required and maintain them in dry condition all the time. Maintain the flushing and draining systems always in good usable condition.
2. To clean, mop and maintain the Auditorium, Computer Room, Dining areas, Office areas, stairways including furniture, walls, corridors, verandahs etc. in satisfactory condition.
3. To clean all doors, windows, fanlights, frames, glasses in door and window sashes, all ceilings, light fittings, fan lights etc. in shining condition.
4. To provide necessary equipment for cleaning, all cleaning supplies such as Detergents, Glass Cleaners, Disinfectants, Polish products etc. and operational materials. All Materials should be Eco-friendly.
5. **Minimum number of janitors shall be two (02) and they should be male.**
6. The office functions from 8.00 a.m. to 5.00 p.m. on all working days of the week and must be present on Saturdays during training sessions too. Cleaning should be done before 7.30 a.m. first time and second time should be done about 2.30 p.m.
7. Instructions given at any time by any officer of the technical training center, Madampitiya should be carried out.
8. Provide any other services required from time to time to keep the premises and surrounding areas clean.
9. All Janitors should be able to perform their duties in satisfactory level.
10. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
11. Janitors should wear uniforms while on duty.
12. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
13. The said service provider shall ensure that 02 labour should attend for janitorial services daily and janitor just not report for duty proportionate amount according to time number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	=	30%
Wages of visiting supervisor	=	05%
II. Other performance of works		
• Sweeping, cleaning etc.	=	40%
• Toilet cleaning	=	15%
• Using Vacuum Cleaner other	=	10%
		<u>100%</u>

Table 02
Deduction formula

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

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%

14. Inspection of the above premises could be arranged with prior appointment with the Head Office at Human Resource Development Department. **Tel. 0112687537.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. Bidder's Qualifications**State the following and submit copies of evidence.**

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

21. Specifications and Requirements –Municipal Workshop

1. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **thrice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide Hand wash, tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
2. To clean, mop and maintain the head office including furniture, walls, corridors, verandahs etc.in satisfactory condition.
3. Provide any other services required from time to time to keep the premises and surrounding areas clean.
- 4. Minimum number of janitors shall be Three (03).**
5. The workshop functions from 7.30 a.m. to 4.30 p.m. on all working days of the week and on Saturdays.
6. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
7. All Cleaning equipment and detergents should be provided by the bidder.
8. If and when necessary pre and post arrangements to be carried out at the location, during functions.
9. Janitors should wear uniforms and identity card when on duty.
10. Deduction for not coming to work and attending to will be made on a daily basis. Base on table 1-3 and the quoted monthly rate.
11. He / She should not be residing and from the surrounding area.
12. The said service provider shall ensure that 03 labour should attend for janitorial services daily and janitor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Table 01
Proportionate Percentage

I. Wages of Janitors	= 30%
Wages of visiting supervisor	= 05%
II. Other performance of works	
• Sweeping, cleaning etc.	= 40%
• Toilet cleaning	= 15%
• Using Vacuum Cleaner other	= <u>10%</u>
	<u>100%</u>

Table 02
Deduction formula

- I. Absent of janitors = $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors}}$
- II. Absent of visiting supervisor = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$
- III. Deduction for = $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of janitors}}$

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

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%

13. Inspection of the above premises could be arranged with prior appointment with the Workshop office, at 175, T.B. Jayah Mawatha, Colombo 10. **Tel.0112695569, 0112695718.**

3. BID FORMAT

Please state the following.

3.1. Number of Personnel on role:

3.2. Number of janitors in the company:.....

3.3. Number of supervisors in the company:.....

3.4. Number of full time janitors allocated for the locations :.....

3.5. Number of supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo:

Identification badges:

3.7. **Reputed Clients**

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

.....
.....

3.8. **Bidder's Qualifications**

State the following and submit copies of evidence.

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

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

3.8.b. Date of the first company service commenced.

.....

3.8.c. Number of services offered in each of the two years 2022 and 2023. (Marks 40)
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals proposed to be used. } Please attach (Marks 20)

3.8.f. Submit the details of Equipment proposed to be used. } (enclose) (Marks 20)

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

Date:-.....

.....
Signature and Seal of the Firm

Annexure 01

Tender/ Bid Security

*[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
[insert issuing agency's name, and address of issuing branch or office]*

***Beneficiary:** Municipal Commissioner, Colombo Municipal Council

Date:[issuing date]

TENDER/ BID SECURITY No.:[...]

We have been informed that[insert (by issuing agency) name of the Tenderer/ Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Tenderer/ Bidder") has submitted to you its Tender/ Bid dated [date] (hereinafter called "the Tender/ Bid") for the supply of [insert name of service] under Tender/ Bid No..... ("Tender/ Bid number").

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

At the request of the Tenderer/ Bidder, we[name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[insert amount in word and figures] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer/ Bidder is in breach of its obligation(s) under the Tender/ Bid conditions, because the Tenderer/ Bidder:

- (a) has withdrawn its Tender/ Bid during the period of Tender/ Bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Tender/ Bid document and conditions of the General Terms and Conditions; or
- (c) having been notified of the acceptance of its Tender/ Bid by the Purchaser during the period of Tender/ Bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the General Terms and Conditions.

This Guarantee shall expire: (a) if the Tenderer/ Bidder is the successful Tenderer/ Bidder, upon our receipt of copies of the Contract signed by the Tenderer/ Bidder and of the Performance Security issued to you by the Tenderer/ Bidder; or (b) if the Tenderer/ Bidder is not the successful Tenderer/ Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Tenderer/ Bidder that the Tenderer/ Bidder was unsuccessful, otherwise it will remain in force up to

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

[Signature of authorized representative(s)]

Annexure 02**Performance Guarantee**

[The issuing agency, as requested by the successful Tenderer/ Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] ----- * **Beneficiary:** -

----- [Name and Address of Employer] -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Service provider] (hereinafter called "the service provider") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- [insert service] ----- of ----- [name of service and brief description of service] (hereinafter called "the Service").

Furthermore, we understand that, according to the General Terms and Conditions, a performance guarantee is required.

At the request of the Service provider, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (----- ---) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. [insert date, 31 days beyond the scheduled completion of contract] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

Annexure 03

[illegible]