COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
Fax No. 2662329

INVITATION FOR THE BID/ TENDERS : PROVIDING OF CLOTH CLEANING SERVICE TO THE HOME FOR THE AGE AND HOME FOR THE CHILDREN AT BATTARAMULLA

BID/ TENDERS NO : CPD09 /1832/2026

BID/ TENDERS OPENING DATE : 2026 .08.20 TIME: 10.00 A.M.

PART - I

(For office use only)

NAME OF THE FIRM ……..……..……..……

DEPARTMENTAL RECEIPT NO: ……M.T'S RECEIPT NO: …..…

DATE: ……. ……..…….
SIGNATURE OF ISSUING OFFICER

PART - II

(To be filled by the Tenderer)

1. **NAME OF THE FIRM:** ……..……..……..……
2. **BUSINESS ADDRESS:** ……..……..……..……
3. **TELEPHONE NUMBERS:** ……..……..……
4. **BUSINESS REGISTRATION NO:** ……..……..……
5. **BANK &BID/ TENDERSECURITIES NO:** ……..……..…
6. **BID/ TENDERSECURITIES AMOUNT:** ……..……..……
7. **VAT REGISTRATION NO:** ……..……..……

PART - III

Rates quoted to the provide Cloth Cleaning Services to Home for the age and Home for the Children at Battaramulla, Breakdown of Total Contract Sum for 2 Years (**2026 / 2028)**

Breakdown of Total Contract Sum for 2 Years				
Size	No of Units Per Month (Cloth Pieces) (1)	Unit Cost – Rs Without VAT (2)	Cloth Cleaning Frequency (3)	Total Value Rs (4) (1x2x3)
Cloth Pieces : Large	1600		192	
Cloth Pieces : Small	1000		192	
Total Cost without VAT				
18% VAT				
Max Total Cost For Two Years with VAT				

Total Cost for Two years with taxes. (In words) :- ……..…

……..……

Declaration of vat Registration Number is a mandatory Requirement for determination of tender. Any applicant who does not declare vat Registration number will be liable for rejection. Applicants who are not Registered for vat should produce a letter from the Commissioner of inland Revenue Department certifying that the Company has not been Registered for vat , along with the application.

Vat Registration No. ☐

……
SIGNATURE OF TENDERER,
AND SEAL OF THE FIRM.

Name:
(Block Capitals)
Address:

WITNESSES :-

01. Signature :
Name :
Address :

02. Signature :
Name :
Address :

Tender For the Cloth Cleaning for the Home for the aged & Home for the Children at

Battaramulla

Venue of service requested: Municipal Home for the Aged & Home for the Children at Battaramulla,
Wickramasinghepura,
Battaramulla.

Specifications and Requirements

1. At least twice a week the clothes should be taken from the institution, washed, ironed and properly returned to the Home for the aged & home for the Children at Battaramulla and handed over to the Housing Superintendent.

2. Approximately 1600 large pieces of clothing and about 1000 small pieces of clothing need to be washed at a time.

3. Payments are made only once a month.

4. When bidding/Tendering, bid price should be submitted for small pieces of clothes and large pieces of clothes separately.

5. Small pieces include towels, pillowcases, adult Uthuru Salu (වැඩිහිටිඋතුරුසළු), blouses, vests, children's Uthuru Salu (ළමාඋතුරුසළු), Small Curtain, short underskirts, and blouses.

6. Large Pieces include Cheeththa, Shirts, Long Trousers, Short Trousers, Saram (සරම්), long underskirts, Mosquito nets, Bed sheets, Housecoats, Bed shees for covering (පොරවනරෙදි), Table Cloths, gown, Door Curtain, Window Curtain, Mattress cover, Large Curtains.

7. All item shell be returnedclean ,Dry and neatly folded/Ironed to the satisfaction of the Housing Superindent.
8. If the cleaning of cloths provicilded are found to be unsatisfactory ,the contraeter shall upon notification by the home ,re-clean the relarant clothes and return them to the home at no addifional cost.

9. The Contractor shell be liable for any loss or damage to clothing items while in their cusody.

10. Bidders whose Bids are over Rs.5.0 Million should submit PCA (3) after registration with the Public Cotract Registrar according to the public contracts Act No 03 of 1987.

11. The bidder shall submit Non collusion Affidavit (Template) according to Procurement Guide line Reference 1.5 mandatorly .(Annexur 04)

12. The selected service provied shall pay legal charges as mention in the Annexure 05

Price Details

1.	Quoted Rate (Without Taxes)for Cleaning a Large piece of clothes (amount in both figures and word)	RS:
2.	Quoted Amount (Without Taxes)for Cleaning 1600 Nos of Large piece clothes (amount in both figures and word) (1x2)	RS:
3.	Quoted Rate (Without Taxes)for Cleaning a small piece of clothes (amount in both figures and word)	RS:
4.	Quoted Amount (Without Taxes)for Cleaning 1000 Nos of small piece clothes (amount in both figures and word) (3x4)	RS:
5.	Quoted Amount Without Taxes for cleaning 1600 Nos Pieces of Large Cloth & 1000 Nos Pieces of Small Cloth Per Month (amount in figures and word) (2+4)	RS:
6.	Monthly Amount with VAT (amount in figures and word)	RS:
7.	Quoted Amount for two years with Taxes for cleaning 1600 Nos Pieces of Large Cloth & 1000 Nos Pieces of Small Cloth at least twice in a week(amount in figures and word)	RS:

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCLREMENT DEPARTMENT.

Bidding conditions for the provision of Cloth cleaning Services to the Home for the Aged and Home for the Children at Battaramulla.

GENERAL TERMS AND CONDITIONS:

The Commissioner, Colombo Municipal Council, Town hall, Colombo 07, invites sealed Bidder/ Tendererto provide regular and providing Cloth Cleaning Service. under the terms and conditions given below.

1. Prospective tenderers should have experience in providing cloth cleaning services to Government Departments, Corporations etc, for a period of not less than 3 years.

2. The contract under this tender will be valid for **two years(24 months)** commencing from However, the contract may be renewed annually on rate to be mutually agreed with the approval of the Finance Committee and the General Council.

3. The successful Bidder/ Tenderer should commence providing the Cloth Cleaning from a date fixed by the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, even with a short notice.

4. The successful tenderer will be required to enter in to an agreement with the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, for the satisfactory execution of the services and the successful tenderer has to submit the **5%** Performance Bond on the Contarct to be valid Until 28 days from the end of the contract period. Any losses arising out of negligence of the personnel deployed will be recovered from the Bank Guarantee or the monthly bill and any balance unrecoverable against the successful Bidder/ Tenderer. Format of a Performance Guarantee is attached herewith (Annexure 02).

5. If you are unable to provide performance Bond within 14 days after receiving letter of award bid acceptance will be cancelled.

6. No advance payment will be made by the Municipal Council. Payments will be made monthly on the basis of work done.

7. Bidder/ Tenderers should be submitted in duplicate on forms issued by the Chief Procurement Manager, Colombo Municipal Council, Town hall, Colombo 07.

8. The rate quoted in the Bidder/ Tenderer should be in both figures and words. If there is any difference between the rates quoted in figures and words, the amount in words will be considered as tendered amount. All correction and alteration in the tender should be authenticated by the Bidder/ Tenderer.

9. Bidder/ Tenderer should give all the details required in the tender form.

10. The decision of the Council on the Bidder/ Tenderers received shall be final and conclusive and the Council reserves the right to accept or reject any or all the Bids.

11. The sealed envelope containing the tender documents should be marked **"Bids for Cloth Cleaning Services to Home for the age and Children at Battaramulla''** on top left hand corner of the envelope and sent under registered post or deposited in the Tender box kept in the Municipal Secretary's Department at Town Hall,Colombo-07 before **……**.Tenders sent by post should reach at the tender box before closing time of the tender.

11. The Municipal Commissioner reserves the right to terminate the contract at any time for unsatisfactory execution of the Cloth Cleaning Services.

12. The Municipal Commissioner reserves the right to terminate the contract at any time for unsatisfactory execution of the Cloth Cleaning Services.

13. A Bid bond issued by a recognized Bank in Sri Lanka and cosh deposit value of **Rs.50, 000.00** valid for **150 days** from the date from the date of closing of the tender, should be submitted along with the tender. Bid bonds issued by Insurance firms will not be accepted.Format of a Bid Security is attached herewith (Annexure 01)

14. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly and deduction for the non – performance / inadequate provision of service according to the specifications and Requirements. Payment will be certified by an officer from the respective department considering the performance. All the payments done by online system of the Payment Department. Bank details shall be submitted in attached format (annexure 03) and certified bank statement copy (mentioned the Name & Account Number is enough) shall be submitted along with the document.

15. Under the Extraordinary Gazette No: 1530 Dated 01.01.2008 All Payments of Rs.25, 000/- Above will be Subjected to a Stamp Duty of Rs.25/=.

MUNICIPAL COMMISSIONER

COLOMBO MU ICIPAL COUNCIL

TOWN HALL,

COLOMBO 07.

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

Signature - .....

Name of the Person - .....

Designation - .....

Date - .....

(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

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

Annexure Iv of Chapter 01

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

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

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

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

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

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

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

On this …. Day of … at …

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

The legal charges will be applicable as follows.

Professional frees recovered in the year 2026	
Value of the deed or agreement	Professional fees in the year 2026 Charges + Vat
price is not mentioned.	15,000/- + Vat
0 – 500,000	10,000 /- + Vat
500,001 – 1,000,000	15,000 /- + Vat
1,000,001 – 3,000,000	20,000 /- + Vat
3,000,001 – 5,000,000	25000 /- + Vat
5,000,001 – 7,500,000	37,500 /- + Vat
7,500,001 – 10,000,000	50,000 /- + Vat
10,000,001 – 15,000,000	75,000 /- + Vat
15,000,001 – 20,000,000	100,000 /- + Vat
20,000,001 – 25,000,000	125,000 /- + Vat
25,000,001 – 35,000,000	140,000 /- + Vat
35,000,001 – 45,000,000	180,000 /- + Vat
45,000,001 – 55,000,000	220,000 /- + Vat
55,000,001 – 65,000,000	260,000 /- + Vat
65,000,001 – 75,000,000	300,000 /- + Vat
75,000,001 – 100,000,000	350,000 /- + Vat
100,000,001 – 125,000,000	375,000 /- + Vat
125,000,001 – 150,000,000	450,000 /- + Vat
150,000,001 – 175,000,000	525,000 /- + Vat
175,000,001 – 200,000,000	600,000 /- + Vat
200,000,001 – 250,000,000	625,000 /- + Vat
250,000,001 – 300,000,000	750,000 /- + Vat
300,000,001 – 400,000,000	1,000,000 /- + Vat
400,000,001 – 500,000,000	1,250,000 /- + Vat
500,000,001 – 1,000,000,000	2,000,000 /- + Vat
1,000,000,001 – 1,500,000,000	3,000,000 /- + Vat
1,500,000,001 – 2,000,000,000	4,000,000 /- + Vat
2,000,000,001 – 3,000,000,000	4,500,000 /- + Vat
3,000,000,001 – 4,000,000,000	6,000,000 /- + Vat
4,000,000,000 – 5,000,000,000	7,500,000 /- + Vat
5,000,000,001 – 10,000,000,000	10,000,000 /- + Vat