

**COLOMBO MUNICIPAL COUNCIL**

**CENTRAL PROCUREMENT DEPARTMENT**

Tel. Nos. 2686389 - 2673173

Fax No. 2662329

**INVITATION FOR THE BIDS: BIDS FOR PROVIDING OPERATION OF CAFETERIA AT DRAINAGE AND WATER SUPPLY DIVISION.**

**BIDS NO : CPD13/1008 /2023**

**BIDS OPENING DATE : 24.08.2023 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 BIDDER:** .....
  2. **BUSINESS ADDRESS:** .....
  3. **TELEPHONE NUMBERS:** .....
  4. **BUSINESS REGISTRATION NO:**.....
  5. **BANK & BID BOND NO:** .....
  6. **BID BOND AMOUNT:** .....
  7. **I.VAT REGISTRATION: YES /NO**
- II. IF VAT REGISTERED VAT NO:**.....

**PART - III**

Price Schedule for Providing **Operation of Cafeteria at Drainage and Water Supply Division**

Description	Rate (Rs.)
Monthly rental to be Paid to C. M. C. for the Operation of Cafeteria	
Rental per Year	
Rental Per Two Years	
Add V.A.T. 15%	
<b>Grand Total for two years including Taxes</b>	

Total Cost for Two years with V.A.T. (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  
MUNICIPAL ENGINEER'S DEPARTMENT  
Conditions of Bid**

**Operation of Cafeteria at Drainage and Water Supply Division.**

1. Bids must be in duplicate on the prescribed form which will be supplied by Procurement Department on payment of Rs. 5,750/- per set. Conditions, schedules (if any), any specifications (if any) will also be supplied. Bids without duplicate will not be considered. Any variations between the original and duplicate may disqualify the particular bid. All Alternations must be signed by applicant.
2. A refundable deposit of Rs. 10,000/- should be paid to the Municipal Treasurer in cash and the deposit receipt must be attached to the Bid.
3. The Bid amount should be entered in figures and repeated in words. Any discrepancy in words and figures or any omissions in the proper competition of the bid may result in rejection.
4. The Council will not consider any bid which is incomplete or which does, not fully confirm to the conditions of bid.
5. The Council does not bind itself to accept the highest or any bid and reserves the right without question of rejecting any or all bids and the right of accepting any portion of a bid.
6. The completed bids in duplicate under sealed cover addressed to the Municipal Commissioner. Colombo must be deposited in the Tender Box in Secretary's Department by 10.00 a.m. on 2023.08.24.
7. Bids will close at the time fixed in the bid notice and will be opened immediately thereafter where bidders may be present.
8. The successful bidder should enter into an agreement with Colombo Municipal Council.
9. The bidder must supply at his own cost the stamps for the agreement.
10. The contract is valid for 2 years from the date of commencement.
11. The successful bidder should make a security deposit of Rs 100,000/- as surety for the due and satisfactory discharge and for the punctual performance of the contract. This money is fundable at the end of the contract.
12. The successful bidder would be held responsible for any damage to the electrical fittings and fixtures. Taps. Sinks. Main switches, fans, lights etc. and other apparatus of the cafeteria block and hand them over to the Council when the contract is over. The Cost of the damage caused (if any) shall be paid by the contractor.
13. A price list of all articles available for sale should be displayed in a permanent place inside the cafeteria.

14. No alterations or additions shall be made to the existing building. No Construction work is permitted within the premises.
15. The successful bidder shall pay bills to the respective authority for the consumption of electricity, water and other utility, services during the period of this agreement.
16. The bidder shall sell only hygienically prepared food, drinks at the canteen sake of any alcoholic spirits at the said canteen premises in strictly prohibited,
17. The following instructions should be strictly observed in order to maintain high standard of hygiene.
  - I. Inside and outside, including the surroundings of the cafeteria should be cleaned regularly.
  - II. Particular attention should be paid on the cleanliness of the Kitchen and Kitchen utensils.
  - III. It should be ensured that the employees of the cafeteria do not suffer from any skin disease or other illness.
  - IV. The staff should wear aprons at all times of duty and refrain from unhygienic practices.
  - V. Tables should be cleaned properly every time after use.
  - VI. Cups, plates and cutlery etc. should be cleaned with particular attention (make sure that broken or damaged cups and plates are not used).
  - VII. Tongs should be used in serving short eats and sweets etc.
  - VIII. Extreme care should be taken in preparation of food and to prevent stale contaminated food being served.
  - IX. The member of the cafeteria staff should have pleasing personality and be courteous to the customers.
18. Permission will not be granted for any person or employee to reside at the premises.
19. The Cafeteria shall be kept open from 7.00 a.m. to 6.00 p.m. on all days of the week and any change of business hours would be notified by the Engineer. The Cafeteria shall not close on any day unless permission is granted by Engineer.
20. The council shall not be responsible for any prosecution with regard to sale of unhygienic food in the canteen by the bid & their employees.
21. The Cafeteria may be subject to inspection without prior notice by Chief Medical Officer of Health or Municipal Engineer or another authorized representative or any other officer authorized to do so by the Municipal Commissioner.
22. All payments for each month must be paid in advance on or before the 03<sup>rd</sup> day of each month.
23. National ID No of persons intended to employ should be provided.
24. Contract may be cancelled and terminated without notice for violation of any of the conditions.

25. The successful bidder should obtain all licenses required by the Council or by Government in carrying out the business.
26. The Council shall not be responsible for any labor disputes that arise and the Council should be indemnified against all losses, damages, expenses and charges.
27. The successful bidder shall hand over the building on termination or at the end of the period of the contract, the contract shall be for a period of two years.
28. The successful bidder is required to pay any taxes informed by the government.

Municipal Commissioner  
Colombo Municipal council

**Part IV**  
**Bid for the commissioning of the cafeteria at Drainage and Water Supply Division.**

**Application from:**

Having read the terms and conditions applicable to above bid we herein submit our bid form

1. Registered Name of the bidder :
  
2. Registration Number (Please attach Photocopy of the Business Registration) :
  
3. The Documents Pertaining to the Performance and Potential Capacity of the Catering Services (Please attach Certified Photocopies) :
  
4. The Documents Pertaining to the present, post Experience in Catering Services (Please attach Certified Photocopies) :
  
5. (a) Address of the Head Office of the bidder and its Tel. No. :
  
- (b) Address of any branch office With Telephone Nos. if any :
  
6. VAT file number and amounts of B. T. T. paid during the past 3 years (Photocopies in Support of the documents/Payments should be attached) :
  
7. Is the Audited Balance sheet of the Company available for the Past 3 years Please attach Photocopies) :

10. Details of the presently engaged in the Cafeteria Services.

Name & address of the Institute	Period of Contract	
	From	To



## **Operation of Cafeteria at Drainage and Water Supply Division.**

### **PART V**

#### **COMMISSIONING OF THE CAFETERIA AT DRAINAGE AND WATER SUPPLY DIVISION.**

##### **Terms and conditions**

1. The operator should be selected by open bid.
2. Restaurant should be kept open from 7 am to 6 pm.
3. All the indoor and outdoor furniture should be provided by the operator with the consultation of the architect.
4. Contract period is two years.
5. All the bill for utility services (such as water, electricity and telephone) (should be settled during the time of operation).
6. To allow CMC authorized officials to visit and inspect the condition of the cafeteria during the time of operation.
7. To keep and maintain the premises clean and sanitary status in strict conformity with the rules and laws of CMC.
8. No alternation or additions shall be done to the premises.
9. Upgrading of any services, permission should be obtained by the architect or engineer
10. To pay sum of Rs.100.000/- as a refundable security deposit which will be refunded after the contract period, if there is no unsettled bills or damages
11. Any minor repairs less than Rs.5,000/- to be borne by the operator
12. Collection of garbage and janitorial services should be carried out by the operator
13. Any types of liquor are not allowed to sell or use within the cafeteria.



- 14. Any outsiders other than registered workers are not allowed to stay over night
- 15. Breach of any conditions stipulated above will lead to terminate the contract with prior notice.
- 16. Catering services cannot be sublet to any other party.

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

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]*

**BID SECURITY No.:** .....*[...]*

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

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

At the request of the 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 Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Bid document and conditions of the General Terms and Conditions; or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of 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 Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the 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**

<b>Name of the Company</b>	<b>Bank Details</b>						<b>Telephone Number</b>	<b>Mobile Number</b>	<b>Email address</b>
	<b>Name in the account</b>	<b>Bank name</b>	<b>Bank Code</b>	<b>Branch Name</b>	<b>Branch code</b>	<b>Bank Account number</b>			