

**COLOMBO MUNICIPAL COUNCIL**  
**CENTRAL PROCUREMENT DEPARTMENT**

Tel. Nos. 2686389 - 2673173  
Fax No. 2662329

**INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO CROW ISLAND BEACH  
PARK AND COLOMBO CITY LIMIT MUNICIPAL  
PREMISES.**

**BID NO : CPD13/1334/2023**

**BID OPENING DATE : 2023.06.22 TIME: 10.00 A.M.**

**PART - I**  
(For office use only)

NAME OF THE FIRM .....

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

DATE: .....

.....  
SIGNATURE OF ISSUING OFFICER

**PART - II**  
(To be filled by the Bidder)

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

**List of Location**

1. Fire Department
  - Fire Service Head Office
  - Wellawatte Training Center
2. Secretary Department
  - Old Town Hall
  - New Town Hall & Millennium Center
3. Public Assistance Department
  - Home for the aged & Home for Children at Battaramulla
4. Engineers Department
  - Crow Island Beach Park

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

Quoted Monthly Rate	
<b>Janitors – (04)</b>	Rs.
<b>Supervisor (01)</b>	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 Wellawatte Training Center- Fire Services Department*

Quoted Monthly Rate	
<b>Janitors (02)</b>	Rs.
<b>Visiting Supervisor (01)</b>	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 Old Town Hall – Secretary's Department

Quoted Monthly Rate	
<b>Janitors (07)</b>	Rs.
<b>Visiting Supervisor (01)</b>	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 New Town Hall & Millennium Center – Secretary’s Department

Quoted Monthly Rate	
<b>Janitors (07)</b>	Rs.
<b>Visiting Supervisor (01)</b>	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 Home for the aged & Home for the children at Battaramulla- PAD

Quoted Monthly Rate	
<b>Janitors (19)</b>	Rs.
<b>Visiting Supervisor (02)</b>	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 Crow Island Beach Park – Engineer’s Department.

Quoted Monthly Rate	
<b>Janitors (25)</b>	Rs.
<b>Visiting Supervisor (02)</b>	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 Crow Island Beach Park and 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 Crow Island Beach Park and 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 reserve the right to terminate each contract at any time for unsatisfactory execution of the janitorial services.**
11. A bid security **from a** recognized bank in Sri Lanka **acceptable to Colombo Municipal Council, valid for 150 days** 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. Fire Service Head Office - FSD– Rs. 60,000.00
  2. Wallawatte Training Center - FSD – Rs. 30,000.00
  3. Old Town Hall – Secretary’s – Rs. 100,000.00
  4. New Town Hall & Millennium Center – Secretary’s - Rs. 100,000.00
  5. Home for the aged & Home for the children at Battaramulla – PAD – Rs.400,000.00
  6. Crow Island beach park – Engineer’s – Rs. 500,000.00
- 
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 Crow Island beach 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. 22.06.2023 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 01<sup>st</sup> 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 – Fire Service Head Office - FSD**

1. Sweep and clean all areas and remove all refuse, including those from waste paper baskets. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day.
3. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks, Photocopy Machines, Fax machines, Printers and keep surfaces always dust free.
8. Clean all the sections & Dormitories of Firemen, Motormen, first class firemen, leading firemen & section officers Barracks, all the Sections & areas of new building, all the sections & areas of Administrative building, all the vehicle yard areas, all the garden areas.
9. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
10. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
11. Wax the floor area once in two months.
12. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
13. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
14. Cleaning of surface drains and cleaning of gully.

15. Instructions given at any time by Chief Fire Officer Should be carried out.
16. Provide any other services required from time to time to keep the premises and surrounding areas clean.
17. Minimum number of janitors shall be Four (04) should be 03 male and 01 Female and one (01) Supervisor.
18. The minimum daily working hours for Janitors employment will be ten hours from **7.30 a.m. to 5.30 p.m.** on all working days of the weekend on Saturdays, Sundays, Poya Days and Public Holidays.
19. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
20. He / She should not be residing and from the surrounding area.
21. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
22. If and when necessary pre and post arrangements to be carried out at the location, during functions.
23. Services should be provided to all the buildings, shelters and other structures within the premises
24. Janitors should wear uniforms and identity card when on duty.
25. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.

### **Table 01**

#### **Proportionate Percentage**

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

**Table 02****Deduction formula**

- I. Absent of janitors =  $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors (Item 27)}}$
- II. Absent of visiting supervisor =  $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors (Item 28)}}$
- III. Deduction for Sweeping/Mopping (In/out) (Item 1-18) =  $\frac{\text{Monthly payment} \times 0.40 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- IV. Deduction for Toilet Cleaning (Twice a day) (Item 19) =  $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- V. Deduction for non-Performance Works (items 5-9) =  $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$  (Item 20-26)

**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%

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

**3. BID FORMAT**

**Please state the following.**

3.1. Number of Personnel on role: .....

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

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

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

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

3.6. Janitors are provided with;

Uniforms.....

Company logo: .....

Identification badges: .....

**3.7. Reputed Clients**

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

.....  
.....

**3.8. Bidder's Qualifications**

**State the following and submit copies of evidence.**

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

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

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

.....

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

} (Marks 20)  
} 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

## 2. Wellawatte Training Center- Fire Service Department

1. Sweep and clean all the areas including office areas, auditorium, lecture halls, Corridors, common passages.
2. Sweep and clean out side areas(vehicle yards, demonstration grounds and lawns.etc.) every day.
3. Dry sweep and damp mop followed by burnishing with recommended agents the floor **every day** to remove all marks, stains etc. Burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.
4. Clean the external walls of the building and keep always dust free.
5. Clean Lawns, vehicle yard demonstration grounds and remove waste immediately **after each and every training programme** and function and keep the place waste free all the time.
6. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, if there any training function 3 times a day disinfect and deodorize daily and maintain dry all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always in good usable condition. Provide air fresheners, soap etc. in the toilets where necessary.
7. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door slashes, window slashes, and fanlights in shining condition.
8. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
9. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free. Clean all the telephones with recommended detergent and keep always clean.
10. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition
11. Wax the floor area **once in two months**.
12. Services should be provided to all the buildings, shelters and other structures within the premises.
13. Provide any other services required from time to time to keep the premises and surrounding areas clean.
14. Minimum number of janitors shall be two (02) should be male and female and one (01) Visiting Supervisor.
15. The minimum daily working hours for Janitors employment will be ten hours from **7.30 a.m. to 5.30 p.m.** on all working days of the week and on Saturdays, Sundays, Poya Days and Public Holidays
16. Instructions given at any time by Chief Fire Officer Should be carried out.
17. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
18. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.

**Table 01**  
**Proportionate Percentage**

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

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

### **3. BID FORMAT**

**Please state the following.**

3.1. Number of Personnel on role: .....

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

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

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

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

3.6. Janitors are provided with;

Uniforms.....

Company logo: .....

Identification badges: .....

3.7. **Reputed Clients**

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

.....  
 .....

3.8. Bidder's Qualifications

**State the following and submit copies of evidence.**

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

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

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

.....

3.8.c. Number of services offered in each of the two years 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

### 3. Old Town Hall – Secretary’s Department

1. Sweep and clean all areas including Office areas, corridors, common passages, ...etc. and Remove all refuse, including the waste paper baskets, Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. Sweep and clean all areas including two court yards, car parks, drive way...etc.
3. All the collected refuse should be separated and stored in the colored bins kept in each floor. All the non-bio degradable waste should be stored in the particular bins and bio degradable waste should be stored in the skip bucket located outside the building.
4. Dry sweep and damp mop followed by burnishing, with a recommended detergent the floor **every day** to remove all the marks, stains...etc. Burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc..
5. Spray air fresheners in all the office rooms at least **once a day**.
6. Sweep all the road ways and keep the roadways clean throughout the day. Brush & remove all the earth on the roadways and keep at all-time dust free.
7. Sweep all the road ways and keep the roadways clean throughout the day. Brush & remove all the earth on the roadways and keep at all-time dust free.
8. Clean the lawns and remove waste immediately after each function and keep it waste free all the time.
9. 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. Provide air fresheners, soap, toilet paper rolls, towels ...etc. in the toilets where necessary.
11. 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.
12. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.
13. Clean all the furniture, Museum items, glass pads, paper trays, racks and cubicles and keep always dust free.
14. Clean all the telephones with recommended detergent at least **once a day** and keep always clean.
15. Clean and polish all name boards, sign boards, **daily** to keep in perfect shining condition

16. Wash and iron all the cotton door and window curtains once in three months and replace it same
17. Clean & Hoover the carpet areas at least **twice a week**.
18. Shampoo the floor carpets **once a month** and when there are patches.
19. Wax the floor area and apply red polish once in two months
20. Uproot and remove any unwanted growth on building walls or boundary walls.
21. Remove all the posters pasted on the walls, boundary walls...etc.
22. All surface drains, galleys to be kept clean and free of blockages all the time.
23. 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.
24. Removal all dead animals if any.
25. Take precautions to prevent animals entering the building.
26. Services should be provided to all the buildings, huts, and shelters within the town premises
27. Provide necessary equipment. Constantly placing a polishing machine with accessories.
28. Provide any other services required from time to time for keeping the areas clean.
29. Minimum numbers of janitors shall be 07 and 01 Supervisor. (04 female, 3 male & 01 Supervisor).
30. Janitors and Supervisor should be work from 6.30 a. m. to 6.30 p.m. on all days of the month including Saturdays, Sundays, Poya days, and Public Holidays. if there is a special meeting & festival held in the Old town hall two male janitors should be available until the premises is closed.
- 31.** When approved special festivals are held by the premises 12 hours normal working shift (6.30 a. m. to 6.30 p.m.) can be changed by Old town hall care taker due to service requirement. If any case one person can covered maximum time up to 7.30 a.m. in the evening up to 7.30 p.m. only Three days for a month.
32. In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.
33. In addition general rules and disciplinary rules applicable to the institute will be applied.

34. Instructions given at any time by Municipal Secretary should be carried out.
35. Deduction will be done according to the deduction measuring details table and formulas mentioned in the bid.
36. All Labourers & supervisors should be able to perform their duties in a of satisfactory level.
37. Janitors should be mentally and physically fit and should be between the ages of 18-55 years.
38. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.
39. The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.
40. Following facts may be taken in to consideration before bidding
- Janitors should wear uniforms while on duty.
  - Inspection of the building may be arranged with prior appointment
  - List of satisfactorily competed/ ongoing Projects in this nature should be attached for the guidance in selection of a suitable contractor.
  - Guidance in selection of a suitable contractor.
41. Deduction will be done according to the Monthly rate Description table and formulas. (Table 1-3) mention in the bid.

**Table 01**  
**Proportionate Percentage**

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

**Table 02**  
**Deduction formula**

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

- 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	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%

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

**3. BID FORMAT**

**Please state the following.**

3.1. Number of Personnel on role: .....

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

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

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

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

3.6. Janitors are provided with;

Uniforms.....

Company logo: .....

Identification badges: .....

**3.7. Reputed Clients**

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

.....  
.....

**3.8. Bidder's Qualifications**

**State the following and submit copies of evidence.**

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

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

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

.....

3.8.c. Number of services offered in each of the two years 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)  
(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. New Town Hall & Millennium Center – Secretary’s Department

1. Sweep and clean all areas including Office areas, corridors, common passages, ...etc. and Remove all refuse, including the waste paper baskets, Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. Sweep and clean all areas including lawn, gardens, car parks, drive way, Compound...etc. **twice a day.**
3. Dry sweep and damp mop followed by burnishing, the granite floor with a recommended detergent the **every day** to remove all the marks, stains...etc. Burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.. Apply heavy duty floor polisher as required.
4. Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
5. 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.
6. Spray air fresheners in all the office rooms at least **once a day.**
7. Clean the external walls of the building and always dust free.
8. 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.
9. Clean and keep all the walls, ceilings, light fittings, fans, light switches, air conditioners, refrigerators, radio and television etc. always dust free.
10. Clean all the furniture& Fittings, glass pads, paper trays, racks, cupboards, cabinets and cubicles, beds, bookshelves, book almirahs, books, sculpture wooden stage, etc. keep always dust free.
11. 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.
12. Clean and polish all name boards, sign boards, **daily** to keep in perfect shining condition.
13. Wash and iron all the cotton door and window curtains **once in three months** and replace it same.
14. Keep clean all the gratings at the inlets of down pipes and keep clean gutters of the roof top and slab area to prevent mosquito breeding sites on the premises.
15. All surface drains, galleys to be kept clean and free of blockages all the time.
16. Clean & Hoover the carpet areas at least **twice a week.**
17. Shampoo the floor carpets **once a month** and when there are patches and Hoover during the normal daily cleaning.
18. Wax the floor area **once in two months** including parquet area.
19. Uproot and remove any unwanted growth on building walls or boundary walls.
20. Remove all the posters pasted on the walls, boundary walls...etc.
21. Removal all dead animals if any.
22. Take precautions to prevent animals entering the building.
23. Services should be provided to all the buildings, huts, and shelters lying inside the premises of the new town hall & Millennium Center.
24. Provide necessary equipment.
25. Provide any other services required from time to time for keeping the areas clean.
26. Minimum numbers of janitors shall be 07 and 01 Supervisor.
27. Janitors and Supervisor should be work from 7.00 a. m. to 7.00 p.m. on all days of the month including Saturdays, Sundays, Poya days, and Public Holidays. if there is a special meeting & festival held in the Old town hall two Janitors should be available until the premises is closed.
28. When approved special festivals are held by the premises 12 hours normal working shift (7.00a.m. to 7.00 p.m.) can be changed by New town hall care taker due to service



- requirement. If any case one person can covered maximum time up to 7.30 a.m. in the evening up to 7.30 p.m. only Three days for a month.
29. In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.
30. In addition general rules and disciplinary rules applicable to the institute will be applied.
31. Instructions given at any time by Municipal Secretary should be carried out.
32. Deduction will be done according to the deduction measuring details table and formulas mentioned in the bid.
33. All Labourers & supervisors should be able to perform their duties in a of satisfactory level.
34. Janitors should be mentally and 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. The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.
37. Following facts may be taken in to consideration before bidding
- Janitors should wear uniforms while on duty
  - Inspection of the building may be arranged with prior appointment
  - List of satisfactorily competed/ ongoing Projects in this nature should be attached for the guidance in selection of a suitable contractor.
- guidance in selection of a suitable contractor.
38. Deduction will be done according to the Monthly rate Description table and formulas. (Table 1-3) mention in the bid.

**Table 01**  
**Proportionate Percentage**

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

**Table 02**  
**Deduction formula**

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

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

**3. BID FORMAT**

**Please state the following.**

3.1. Number of Personnel on role: .....

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

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

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

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

3.6. Janitors are provided with;

Uniforms.....

Company logo: .....

Identification badges: .....

**3.7. Reputed Clients**

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

.....  
.....

**3.8. Bidder's Qualifications**

**State the following and submit copies of evidence.**

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

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

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

.....

3.8.c. Number of services offered in each of the two years 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

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

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

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

2. Janitors should be mentally, physically fit and female janitors should bellow 55 and Male Janitors should bellow 60years.
3. All employees must remain in the workplace for the entire period of service prescribed, and must wear the appropriate uniform and an identity card issued by their organization during office hours.
4. When employing male janitors, the continuous shift should not exceed 36 hours and for Female Janitors the continuous shift should not exceed 12 hours.
5. All employee must accurately sign their arrival and departure.
6. Toilets and wards should be cleaned, and the environment around the building should be kept clean and tidy on a daily basis
7. Janitors should cooperate with the staff of other service (Attendant Service, Security Service) providers in this Institution.
8. Buildings, equipment, and other property at the Home for the aged & Home for the Children at Battaramulla should be protected and used safely.
9. Duties assigned by the Superintendent and Wardens time to time should be done by janitors.
10. In addition, the Colombo Municipal Council or the Department of Public Assistance should act in accordance with the circulars issued from time to time as required and comply with existing tax laws
11. Staff should adhere to the prevailing health regulations of the country.
12. Deduction will be done according to the Monthly rate Description table and formulas.  
(Table 1-3) mention in the bid.
13. The said service provider shall ensure, that 19 Laborer 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 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 =  $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$   
Supervisor
- 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%

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

**3. BID FORMAT**

**Please state the following.**

3.1. Number of Personnel on role: .....

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

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

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

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

3.6. Janitors are provided with;

Uniforms.....

Company logo: .....

Identification badges: .....

3.7. **Reputed Clients**

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

.....  
 .....

3.8. Bidder's Qualifications

**State the following and submit copies of evidence.**

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

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

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

.....

3.8.c. Number of services offered in each of the two years 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

## **6. Specifications and Requirements – Crow Island Beach Park – Engineers Department**

1. Weeding of drive way edges, pathways, under benches and turfed areas etc. once in two week and remove all debris.
2. Cutting grass weekly or in couple of weeks on whole premises as required and clean the lawn.
3. Watering all plants every day in dry season and as required in rainy season.
4. Maintenance of flower plants including replanting of damaged /dead plants and weeding grass.
5. Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials.
6. Cleaning of earth drain
7. Placing of colored bins in the necessary locations to collect all the Non- Bio degradable and biodegradable materials and proper disposable method should be used to remove the refuse in particular bins daily.
8. Dry Sweeping and damp mopping the benches and other furniture at the beach park every day followed by burnishing with recommended detergents if required to remove all marks, stains etc.
9. Cleaning of playing equipment of children's park.
10. Dry Sweep and damp mop the floors of office building every day including corridors, pavement and burnish with a solution of approved detergents weekly to remove all marks and stains etc.
11. Cleaning of doors, windows and balustrades etc. of the office building always dust free. Cleaning of cob webs in both inside & outside the building monthly in a weekend or a holiday.
12. Cleaning all toilet doors and fanlights etc. in the office building and keep all mirrors and glass panes in shining condition.
13. Cleaning of all toilets including floors, wall tiles, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize when necessary. Maintain the flushing and draining systems always in good useable condition.
14. Removing all refuse including waste paper baskets, garbage bins etc.
15. Cleaning of Lagoon and silt trap when necessary and as instructed.
16. Collection of garbage and cleaning of beach as and when necessary.
17. Cleaning of boardwalk at the breakwater.
18. The sequence of cleaning of Toilets and Facility Center should follow this check list
  - a. Pick up litter and sweep floor
  - b. Clean and sanitize commodes and urinals
  - c. Clean and sanitize basins
  - d. Clean mirror and polish all bright work
  - e. Spot-clean walls, ledges, vents and partitions
  - f. Wet- mop floors and ensure dry floor.
  - g. Keep toilet illuminated/replace burnt bulbs.



h. Display any warning signs where necessary indicating wet floors.

19. Cleaning should be done more often during peak hours and less during off-peak hours. Frequency of cleaning is usually determined by expectation and standard of maintenance required by CMC. High quality chemicals, disinfectants scents/ air fresheners shall be provided by the selected Bidder as described below.

Wall/ Floor (Ceramic, Granite and Marble Tiles)	Use neutral based cleaners or disinfectants. Do not use acid-based cleaners on marble
Glass/ Mirror	Use ammonia or neutral based cleaners
Sanitary Wares	Use disinfection cleaners
Stainless Steel /Chrome	Use stainless steel/ chrome polish
Plastic/ PVC	Use ammonia or neutral based cleaners
Toilet Bowls	Use disinfectant or mild abrasive liquid cleaners

20. The successful bidder shall follow proper Toilet cleaning procedures as per the schedules as follows.

Item	Activity	Frequency
Floor	Hand scrub, Wash & mop to ensure removal of soil keep the dry condition	Daily
Wall	Hand scrub, wash to ensure removal of stains and dirt.	Fortnightly
Wash Basins	Scrub with scrubbing pad to remove stubborn stains	Daily
Toilet Bowls & Urinals, Water Closets, Commodes	Scrub with scrubbing pad to remove stubborn stains scrub beneath rim to ensure removal of yellow stains	Daily
Glass/Mirror	Wipe clean to remove dusts	Weekly
Soap Dispenser	Dismantle and check/clear chokes	Weekly
Exhaust Fans	Wipe clean to remove dusts	Weekly

21. The selected bidder will not be allowed whatsoever to execute any other work or business in the toilet locations.

22. Any other work assigned by the Colombo Municipal Council related to maintenance and cleaning of Crow Island Beach Park.

23. Providing any other services required from time to time for keeping the areas clean.

24. Providing necessary equipment, tools and machinery (like bush cutters) which are required for complete the above-mentioned work.

25. The bidder shall submit the completed Annex – 01 (for payment for the service as on agreement) minimum number of janitors shall be twenty five (25) [10 female labourers and 15 male labourers] with two (02) Supervisor.
26. The working hours shall be from 7.00 a.m. to 7.00 p.m. everyday including the weekends and holidays. All the garbage shall be cleaned prior to leaving the premises. Two workers should be available until the premises is closed and the at least one supervisor should be available from 7.00 a.m. to 7.00 p.m.
27. Instructions given at any time by Colombo Municipal Council should be carried out.
28. Failure to do any of the services mentioned in this contract will lead to a deduction of the rates in annexure 01 Bill of quantities for that work from monthly payment.
29. BOQ amount (Annexure – 01) for all items and unit rates
30. All Labourers & supervisors should be able to perform their duties of satisfactory level.
31. Workers should be mentally, physically, fit and should be between the ages of 18- 55 years. Details of workers shall be prior to commence the work.
32. Following facts may be taken in to consideration before bidding.
33. Workers should wear uniforms while on duty.
34. List of satisfactorily completed/ ongoing projects in this nature should be attached for the guidance in selection of the suitable contractor.
35. Deduction will be done according to the Monthly rate Description table and formulas. (Table 1-3) mention in the bid.
36. The said service provider shall ensure, that 25 Laborer 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**

V.	Wages of janitors	=	30%
	Wages of visiting supervisor	=	05%
VI.	Other performance of works		
	• Around the premises	=	27%
	• Furniture, Equipment and other structures	=	11%
	• Office Building	=	05%
	• Collection & Disposal	=	13%
	• Toilets	=	09%
			<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 Around the premises =  $\frac{\text{Monthly payment} \times 0.27 (1.1 -1.7) \times \text{Non Cleaning Premises}}{\text{No. of total dates for month}}$
- XVI. Deduction for Furniture, Equipment etc.. =  $\frac{\text{Monthly payment} \times 0.11 (2.1- x 2.2) \text{ Non Cleaning Furniture, Equipment}}{\text{No. of total dates for month}}$
- XVII. Deduction for Office Building =  $\frac{\text{Monthly payment} \times 0.05 (3.1-3.2) \times \text{Non Cleaning Office Building}}{\text{No. of total dates for month}}$
- XVIII. Deduction for Collection & Disposal =  $\frac{\text{Monthly payment} \times 0.13 (4.1-43) \times \text{Collection \& Disposal}}{\text{No. of total dates for month}}$
- XIX. Deduction for Non Toilet Cleaning (Every Day) =  $\frac{\text{Monthly payment} \times 0.09 (5.1-5.3)}{\text{No. of total dates for month}} \times \text{Nonperformance days}$

**Table 03****Percentage covering the cleaning activities**

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
<b>1.</b>	<b>Around the premises</b>	<b>27%</b>
1.1	Weeding of drive way edges, pathways, under benches and turfed areas etc. once in two week and remove all debris.	6%
1.2	Cutting grass weekly or in couple of weeks on whole premises as required and clean the lawn.	5%
1.3	Watering all plants every day in dry season and as required in rainy season.	4%
1.4	Maintenance of flower plants including replanting of damaged /dead plants and weeding grass. (Plants will be supplied by CMC)	3%
1.5	Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials.	3%
1.6	Cleaning of earth drain weekly/when Necessary.	2%
1.7	Cleaning of boardwalk at the breakwater.	4%
<b>2</b>	<b>Furniture, Equipment and other structures</b>	<b>11%</b>
2.1	Dry Sweeping and damp mopping the benches, other furniture at the beach park every day followed by burnishing with recommended detergents if required to remove all marks, stains etc.	6%
2.2	Cleaning of playing equipment of children's park.	5%
<b>3</b>	<b>Office Building</b>	<b>5%</b>
3.1	Cleaning all the furniture and partitions, doors and windows keep dust free.	3%
3.2	Removing all refuse including waste paper baskets, garbage	2%

<b>4</b>	<b>Collection &amp; Disposal</b>	<b>13%</b>
4.1	Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials.	7%
4.2	Placing coloured bins in the necessary locations to collect all the Non- Bio degradable and biodegradable and proper disposable method is used to remove the refuse in particular bins daily. (Bins will be Supplied By CMC)	3%
4.3	Assist in Shramadana Campaign by providing necessary man power, machinery and equipments including backhoe and private parties (at least once a month) To assist in tree planting programme conducted at the park when required.	3%
<b>5</b>	<b>Toilets (To be cleaned every day)</b> <b>Note :</b> <ul style="list-style-type: none"> <li>• Cleaning Floor Tiles and wall tiles</li> <li>• Cleaning Toilet fittings such as bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize when necessary. Maintain the flushing and draining systems always in good usable condition.</li> </ul> Cleaning all the toilet doors and fanlights etc. and keep all mirrors and glass panes in shining condition	<b>09%</b>
5.1	Toilet in Office Building	3%
5.2	Toilets in Facility Center & Bath	3%
5.3	Children Toilets	3%
10.	Janitor (Daily)	30%
11.	Visiting supervisor (Daily)	5%

37. Inspection of the above premises could be arranged with prior appointment with the Head Office at Colombo Municipal Council, Land Management and Environmental Development Division, Town Hall, Colombo 07. **Tel. 0112695475 and 0112675987.**

**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

**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)]

