

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

Tel. Nos. 2686389 - 2673173  
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**INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO ST.MARY’S RECEPTION  
HALL & COMMUNITY CENTER –SPORTS AND  
RECREATION DEPARTMENT**

**BID NO : CPD13/1577/2024**

**BID OPENING DATE : 2024.08.15 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. Sports and Recreation Department
  - St.Mary's Reception Hall & Community Center

**PART - III**

*1. Monthly rates quoted to the providing of janitorial services to St.Mary's Reception Hall & Community Center – Sports & Recreation Department.*

Quoted Monthly Rate	
<b>Janitors – (05)</b>	Rs.
<b>Supervisor (01)</b>	Rs.
V.A.T. 18%	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 St.Mary's Reception Hall & Community Hall – Sports and Recreation Department.

**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 St.Mary's Reception Hall & Community Hall – Sports and Recreation Department 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 ( Documentary Evidence Must be Provided) .
02. The contract will be valid for a period of two years (24 months) from the date of commencement.
03. **The bidder should have minimum 03 years' experience** ( Documentary Evidence Must be Provided).
04. The successful bidder should provide the janitorial services from a date fixed by the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, even at short notice.
05. The successful bidder should fulfill all his obligations under the relevant labour laws and regulations in regard to appointments and payments of wages, EPF, ETF, etc, towards the persons employed for the purpose of executing the contract.
06. Offers should be submitted in original with duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
07. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
08. **The Municipal Council/ Municipal Commissioner reserve the right to terminate each contract at any time for unsatisfactory execution of the janitorial services.**
09. 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. St. Mary's Reception Hall & Community Hall – Sports – Rs. 50,000.00

11. Contractor shall take every precaution not to avoid damages to any property or person. Any losses due to negligence of the personal deployed by the contractor will be recovered from the monthly bill.

12. The successful bidder will be required to **execute an agreement** 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**. Contract 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 in 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. 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/-.
16. The rate quoted in the bid should be written in both figures and words. If there is a difference between the amount in words and figures, the amount in words will be considered as the correct amount. The VAT components should be shown separately.
17. 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.
18. 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.
19. “ **Bids for Janitorial Services to St.Mary’s Reception Hall & Community Center – Sports & Recreation Department**” shall be written on the top left hand corner of the sealed envelope which contains the bid.
20. 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. ....2024 bids sent by post will and rejected. bids received after the closing time will be rejected.

## **2. SPECIFICATIONS AND REQUIREMENTS**

### **1. Specifications and Requirements – St. Mary’s Reception Hall & Community Hall- Sports and Recreation Department.**

#### 1. Instructions

##### **Body Building Center & Garden**

- i. All bodybuilding equipment and weights should be wiped and cleaned daily and the carpeted floor should be wiped clean.
- ii. Vacuum the Body Building Center once a week.
- iii. Clean the Glassed Window & Door every day
- iv. Clean the Toilets every morning & evening.
- v. Sweeping and cleaning the yard.
- vi. Clean the elevator.

##### **Reception Hall**

- i. Clean all furniture including chairs and tables daily and clean and restore all furniture and appliances after a ceremony.
- ii. Clean the Toilets every morning & evening.
- iii. Mop the tiled floor area daily.
- iv. Vacuum the Reception Hall once a week.

##### **Library**

- i. Clean the Furniture & book racks daily.
- ii. Clean the Toilets every morning & evening.

2. Minimum number of janitors shall be Five (05) with one (01) Supervisor per day.
3. The Supervisor should contact the Sports Instructor in charge of the reception hall on a daily basis and follow his instructions and instructions as required
4. The location functions from 8.00 a.m. to 4.30 p.m. on all days of month including Saturdays & Sundays and when there held the function in night janitors should stay in the workplace only until the end of the function and clean the reception hall after the event.
5. The Janitor should be mentally and physically fit and should be between the ages of 25 – 60 years.
6. He / She should not be residing or from the surrounding area.
7. All Cleaning, cutting, equipment and detergents should be provided by the Tenderer/ Bidder.
8. Janitors should wear uniforms and identity card while on duty.
9. A service time table shall be attached in washrooms and the supervisory officer shall check it twice a day.

10. If any damages caused by company while service, value of damage will be deduct from the monthly payment.
11. Deduction for not coming to work will be made on a daily basis.
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 five 05 Labours and 01 Supervisor attending for janitorial services daily and when a janitor does not report for duty, proportionate amount according to the number of persons absent should be deducted from the monthly invoice as follows.

### **Table 01**

#### **Proportionate Percentage**

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

### **Table 02**

#### **Deduction formula**

- I. Absent of janitors =  $\frac{\text{Monthly payment} \times 0.3 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no.of janitors (Item 10)}}$
- II. Absent of visiting supervisor =  $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors (Item 11)}}$
- III. Deduction for Sweeping/Mopping (In/out) (Item 1-03) =  $\frac{\text{Monthly payment} \times 0.40 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month}}$
- IV. Deduction for Toilet Cleaning (Twice a day) (Item 4) =  $\frac{\text{Monthly payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates for month} \times \text{Frequency of shifts of cleaning toilets}}$
- V. Deduction for non-Performance Works (items 5-9) =  $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$

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

No	Name of the Cleaning Activity	Covering percentage for the total cleaning service
1.	Sweeping/floor area – indoor (Daily)	15%
2.	Sweeping/floor area – outdoor (Daily)	10%
3.	Mopping. floor area – indoor (Daily)	15%
4.	Cleaning the toilets. (Twice a day)	15%
5.	Cleaning doors, windows, fanlights, fans & etc and keep clean all the gutters of the roof. (weekly)	2%
6.	Clean all the furniture & telephones. (Daily)	2%
7.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	2%
8.	Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required. (Daily)	2%
9.	Polish the name boards. (Monthly)	2%
10.	Janitor (Daily)	30%
11.	supervisor (Daily)	5%

14. Inspection of the above premises could be arranged with prior appointment with the **Sports & Recreation Department (Head Office) at No.79, 2<sup>nd</sup> Floor, Super Market Complex, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10.Tel. 011-2695599.**

### **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.

} (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

**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)]

