

**COLOMBO MUNICIPAL COUNCIL**

**CENTRAL PROCUREMENT DEPARTMENT**

Tel. Nos. 2686389 - 2673173  
Fax No. 2662329

**INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO PUBLIC HEALTH MCH CENTER'S AND DISPENSARIES OF HEALTH CURATIVE AND INDIGENOUS MEDICINE DEPARTMENT.**

**BID NO : CPD13/1805/2023**

**BID OPENING DATE : 2023.08.24 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. Public Health Department – MCH Centers
  - Modara Maternity Home and MCH Clinic
  - Jinthupitiya MCH Clinic
  - Kirula Maternity Home MCH Clinic
  - Kirulapone MCH Clinic
  - Borella MCH Clinic
2. Health Curative Department
  - New Bazaar Municipal Dispensary
  - Narahenpita Municipal Dispensary
  - Central Drug Stores Municipal Dispensary
3. Indigenous Medicine Department
  - Kirulapone Dispensary
  - Deans Road Dispensary
  - Keselwatta, Dispensary
  - New Bazaar Dispensary
  - Polwatta Dispensary
  - Mutwal Dispensary
  - Mattakkuliya Dispensary
  - Madampitiya Dispensary
  - Maradana Dispensary
  - Kotahena East Dispensary
  - Modara Dispensary
  - Kuppiyawatta West Dispensary

**PART - III**

1. 1. Monthly rates quoted to the providing of janitorial services to **Public Health Department**  
– **MCH Centers**

Quoted Monthly Rate <b>Janitors – (13)</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 *New Bazaar Municipal Dispensary-HCD*

Quoted Monthly Rate	
<b>Janitors (01)</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 Narahenpita Municipal Dispensary - HCD

Quoted Monthly Rate	
<b>Janitors (01)</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 :**

4. Monthly rates quoted to the Providing of Janitorial Services to Central Drug Stores Municipal Dispensary - HCD

Quoted Monthly Rate	
<b>Janitors (01)</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 Kirulapone Dispensary and Deans Road Dispensary - IMD

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) :- .....

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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 :**

6. Monthly rates quoted to the Providing of Janitorial Services to Dispensary of IMD – (Keselwatta, New Barzaar , Polwatta, Mutwal, Mattakkuliya, Madampitiya, Maradana, Kotahena East, Modara, Kuppiyawatta West)

Quoted Monthly Rate	
<b>Janitors (10)</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 :**



**COLOMBO MUNICIPAL COUNCIL**

**CENTRAL PROCUREMENT DEPARTMENT**

Bidding conditions for regular maintenance and providing janitorial services to Public Health MCH Center's and Dispensaries of Health Curative and Indigenous Medicine 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 Public Health MCH Center's and Dispensaries of Health Curative and Indigenous Medicine 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.
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. Public Health Department- MCH Centers	-	Rs. 275,000.00
2. New Bazaar Municipal Dispensary – HCD	-	Rs. 15,000.00
3. Narahenpita Municipal Dispensary – HCD –	-	Rs. 15,000.00
4. Central Drug Stores Municipal Dispensary – HCD –	-	Rs. 15,000.00
5. Indigenous Medicine Department	-	Rs. 30,000.00
➤ Kirulapone Dispensary - IMD		
➤ Deans Road Dispensary – IMD		
6. Indigenous Medicine Department	-	Rs. 200,000.00
➤ Keselwatta, Dispensary - IMD		
➤ New Bazaar Dispensary - IMD		
➤ Polwatta Dispensary - IMD		
➤ Mutwal Dispensary - IMD		
➤ Mattakkuliya Dispensary - IMD		
➤ Madampitiya Dispensary - IMD		
➤ Maradana Dispensary - IMD		
➤ Kotahena East Dispensary - IMD		
➤ Modara Dispensary - IMD		
➤ Kuppiyawatta West Dispensary - IMD		

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 Public Health MCH Center’s and Dispensaries of Health Curative and Indigenous Medicine Department**” shall be written on the top left hand corner of the sealed envelope which contains the bid.

19. Bids in original with duplicate should be placed in the tender Box (Bid Box) of the Municipal secretary's department at Town hall, Colombo 07 before 10.00 hrs. ....2023 bids sent by post will and rejected. bids received after the closing time will be rejected.
20. Under the extraordinary gazette No 1530/13 dated 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 – Public Health Department – MCH Centers**

01. (i) Sweep and clean all areas, including common passages, corridors, car park, drive way, compound etc., throughout the day.  
(ii) Cut the Grass and keep Cleaning all lawns and Gardens 24 hours of the day.  
(iii) Collect and remove all refuse including those from waste paper buckets, office room, Refuse collected at tea room, and water collected from all waste from air conditioners twice a day.
02. Dry sweep and damp mop followed by burnishing, the granite floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc.
03. Burnish and buff all the floor areas, timber skirting, and other bronze and metallic items to keep them always at perfect shining condition
04. Clean all toilets, including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc, **04 times a day**, disinfect and deodorize daily and maintain dry all the time. Maintain the flushing and draining systems always in good usable.
05. Clean all doors & windows frames, panes etc, and keep all mirrors, all plain glasses in door sashes, window sashes, and fan lights at the shining condition.
06. Clean and keep all the walls, ceiling, fittings like fans, lights, switches air conditioners, refrigerators, radio, and television etc, always dust free.
07. Clean all the tables, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep always dust free.
08. 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.
09. Clean and polish all name boards and sign boards **daily**, to keep at perfect shining condition. All surface drains, gully's to be kept
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
11. Provide any other services required from time to time for keeping the areas clean.
12. The said company shall ensure **13 janitors (06-Male /07- Female)** are present at this premises **from 6.30 a.m. to 6.30 p.m.** on all days of the month including Saturdays, Sundays, Poya Days and Public Holidays during the period of this Agreement.

	<b>Minimum number of Janitors</b>	
	<b>Male</b>	<b>Female.</b>
(i) Modara Maternity Home and MCH Clinic	02	03
(ii) Jinthupitiya MCH Clinic	01	01
(iii) Kirula Maternity Home MCH Clinic	01	01
(iv) Kirulapone MCH Clinic	01	01
(v) Borella MCH Clinic	01	01
<b>Total</b>	<b>06</b>	<b>07</b>

13. Janitors should not be mentally and physically handicapped persons.

14. Should be ages between 28 years -50 year

15 Janitors should wear uniforms /Company ID/company Logo when on duty.

16 Should attaché a service Time Table.

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

15 Inspection of the above premises could be arranged with prior appointment with the Public Health Department, MCH Division, Deans Road, Colombo-10.Telephone No.2676287

### **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.

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.....  
.....

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

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

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.....  
.....

3.8.d. Submit the Service Time table.

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

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

} Please attach (Marks 20)  
(enclose) (Marks 20)

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

Date:-.....

.....  
Signature and Seal of the Firm

**2. Specifications and Requirements - New Bazaar Dispensary - HCD**

1. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
3. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
11. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.

17. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitors should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. Deduction for not coming to work will be made on a daily basis.
22. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.
23. Clean roof, gutters and prevent mosquito breeding sites on the premises.
24. The said service provider shall ensure, that 01 Labourer and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

### **1. Proportionate Percentage**

III.	Wages Janitors	=	30%
	Visiting supervisor	=	05%
IV.	Other performance of works		
	❖ Sweeping	=	40%
	❖ Toilet Cleaning	=	15%
	❖ Using Vacuum Cleaner others	=	<u>10%</u>
			<u>100%</u>

### **Deduction Rate**

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 (In)	=	$\frac{\text{Monthly Payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$ sweeping
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 =  $\frac{\text{Monthly Payment} \times 0.1 \times \text{Nonperformance items Works (items 5-9)}}{\text{No. of total dates for Month} \times 5}$

**Monthly Rate Description**

No	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%

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

**3. BID FORMAT**

**Please state the following.**

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

**3.2.** Number of Janitors in the organization:.....

**3.3.** Number of Supervisors in the organization:.....

**3.4.** Number of full time Janitors allocated for the dispensary:.....

**3.5.** Number of Visiting Supervisors allocated for the dispensary: .....

**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 service commenced.

.....

3.8.c. Number of services offered in each of the two years: 2021 and 2022.  
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals used.

3.8.f. Submit the details of Equipment used.

} 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

**3. Specifications and Requirements -Narahenpita Dispensary - HCD**

26. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
27. 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.
28. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
29. 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.
30. 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.
31. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
32. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
33. 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.
34. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
35. 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.
36. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
37. Provide any other services required from time to time to keep the premises and surrounding areas clean.
38. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.
39. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
40. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
41. He / She should not be residing and from the surrounding area.

42. All Cleaning, cutting, equipment and detergents should be provided by the tenderer.
43. If and when necessary pre and post arrangements to be carried out at the location, during functions.
44. Janitors should wear uniforms and identity card when on duty.
45. Should attach a service time table.
46. Deduction for not coming to work will be made on a daily basis.
47. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.
48. Clean roof, gutters and prevent mosquito breeding sites on the premises.
49. The said service provider shall ensure, that 01 Labour and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

## **2. Proportionate Percentage**

V.	Wages Janitors	=	30%
	Visiting supervisor	=	05%
VI.	Other performance of works		
	❖ Sweeping	=	40%
	❖ Toilet Cleaning	=	15%
	❖ Using Vacuum Cleaner others	=	<u>10%</u>
			<u>100%</u>

## **Deduction Rate**

- 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 (In) sweeping =  $\frac{\text{Monthly Payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- XVI. Deduction for sweeping (Out) =  $\frac{\text{Monthly Payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- XVII. Deduction for Mopping (In) =  $\frac{\text{Monthly Payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
- XVIII. Deduction for Toilet Cleaning =  $\frac{\text{Monthly Payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates} \times \text{Frequency of shifts of}}$

(Twice a day) for Month cleaning toilets

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

**Monthly Rate Description**

No	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%

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

**3. BID FORMAT**

**Please state the following.**

- 3.1. Number of Personnel on role: .....
- 3.2. Number of Janitors in the organization:.....
- 3.3. Number of Supervisors in the organization:.....
- 3.4. Number of full time Janitors allocated for the dispensary:.....
- 3.5. Number of Visiting Supervisors allocated for the dispensary: .....
- 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)

.....

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.....

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**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 service commenced.

.....

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

(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals used.

3.8.f. Submit the details of Equipment used.

} 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

**4. Specifications and Requirements - Central Drug Stores Municipal Dispensary - HCD**

51. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. twice a day Remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
52. 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.
53. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
54. 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.
55. 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.
56. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
57. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
58. 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.
59. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
60. 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.
61. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
62. Provide any other services required from time to time to keep the premises and surrounding areas clean.
63. Minimum number of janitors shall be one (01) with one (01) visiting supervisor.
64. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week.
65. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
66. He / She should not be residing and from the surrounding area.

67. All Cleaning, cutting, equipment's and detergents should be provided by the tenderer.
68. If and when necessary pre and post arrangements to be carried out at the location, during functions.
69. Janitors should wear uniforms and identity card when on duty.
70. Should attach a service time table.
71. Deduction for not coming to work will be made on a daily basis.
72. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.
73. Clean roof, gutters and prevent mosquito breeding sites on the premises.
74. The said service provider shall ensure, that 01 Labourer and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

### 3. Proportionate Percentage

VII.	Wages Janitors	=	30%
	Visiting supervisor	=	05%
VIII.	Other performance of works		
	❖ Sweeping	=	40%
	❖ Toilet Cleaning	=	15%
	❖ Using Vacuum Cleaner others	=	<u>10%</u>
			<u>100%</u>

### Deduction Rate

XX.	Absent of janitors	=	$\frac{\text{Monthly Payment} \times 0.3 \times \text{Total No.of absent days for month}}{\text{No. of total dates for Month} \times \text{Total no.of janitors}}$
XXI.	Absent of visiting supervisor	=	$\frac{\text{Monthly Payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month} \times \text{Total no. of supervisors}}$
XXII.	Deduction for (In)	=	$\frac{\text{Monthly Payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$ sweeping
XXIII.	Deduction for sweeping (Out)	=	$\frac{\text{Monthly Payment} \times 0.10 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
XXIV.	Deduction for Mopping (In)	=	$\frac{\text{Monthly Payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$
XXV.	Deduction for	=	$\frac{\text{Monthly Payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}$



Toilet Cleaning (Twice a day) No. of total dates x Frequency of shifts of for Month cleaning toilets

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

**Monthly Rate Description**

No	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%

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

**3. BID FORMAT**

**Please state the following.**

- 3.1. Number of Personnel on role: .....
- 3.2. Number of Janitors in the organization:.....
- 3.3. Number of Supervisors in the organization:.....
- 3.4. Number of full time Janitors allocated for the dispensary:.....
- 3.5. Number of Visiting Supervisors allocated for the dispensary: .....
- 3.6. Janitors are provided with;
  - Uniforms: .....
  - Company logo: .....
  - Identification badges: .....

**3.7. Reputed Clients**

State atleast 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 service commenced.

.....

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

(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals used.

3.8.f. Submit the details of Equipment used.

} 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 – Kirulapone Dispensary and Deans Road Dispensary - IMD

01. (i) Sweep and clean all areas, including common passages, corridors, car park, drive way, compound etc., **throughout the day**.
  - i. Cut the Grass and keep Cleaning all lawns and Gardens 24 hours of the day.
  - ii. Collect and remove all refuse including those from waste paper buckets, office room, Refuse collected at tea room, and water collected from all waste from air conditioners **twice a day**.
02. Dry sweep and damp mop followed by burnishing, the granite floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc.
03. Burnish and buff all the floor areas, timber skirting, and other bronze and metallic items to keep them always at perfect shining condition
04. Clean all toilets, including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc, **04 times a day**, disinfect and deodorize daily and maintain dry all the time. Maintain the flushing and draining systems always in good usable.
05. Clean all doors & windows frames, panes etc, and keep all mirrors, all plain glasses in door sashes, window sashes, and fan lights at the shining condition.
06. Clean and keep all the walls, ceiling, and fittings like fans, lights, switches air conditioners, refrigerators, radio, and television etc, always dust free.
07. Clean all the tables, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep always dust free.
08. 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.
09. Clean and polish all name boards and sign boards **daily**, to keep at perfect shining condition. All surface drains, gully's to be kept
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
11. Provide any other services required from time to time for keeping the areas clean.
12. The said company shall ensure **2 male janitors and Visiting Supervisor** are present at this premises **from 7.30 a.m. to 5.30 p.m.** on all days of the month.

### Minimum number of Janitors

#### Male

(i) Kirulapone Dispensary	01
(ii) Deans Road Dispensary	01
Total	<b><u>02</u></b>
<b>*** and Visiting Supervisor</b>	

13. All employees must accurately record their arrival and departure.
14. Janitors should not be mentally and physically handicapped persons.
15. Should be age between 25 years -50 year.
16. Janitors should wear uniforms /Company ID/company Logo when on duty.
17. Bidder should attach a service Time Table.
18. Deduction for not coming to work will be made on a daily basis.
19. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.
20. The said service provider shall ensure, that 02 Labourer and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows

### **Table 01**

#### **Proportionate Percentage**

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

21. Inspection of the above premises could be arranged with prior appointment with the Head Office at No: 79, CMC New Office Complex, Baddegama Sri Wimalawansa Nahimi Mawatha, Colombo 10. Telephone No.0112695745/ 2691563.

**3. BID FORMAT**

**Please state the following.**

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

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

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

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

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

3.6. Janitors are provided with;

Uniforms.....

Company logo: .....

Identification badges: .....

**3.7. Reputed Clients**

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

.....  
.....

**3.8. Bidder's Qualifications**

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

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

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

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

.....

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

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

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

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

**6. Specifications and Requirements – Dispensary of IMD – (Keselwatta, New Barzaar , Polwatta, Mutwal, Mattakkuliya, Madampitiya, Maradana, Kotahena East, Modara, Kuppiyawatta West)**

1. Remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. Refuse should be collected from the tea room and any water collected from air conditioners should be removed.
2. Sweep and clean all areas including lawns, gardens, car park, drive way compound etc. **twice a day**. Maintain in good condition, the grass lawn, flower beds etc. (including cutting, cleaning and watering) Use fertilizer and other chemicals, coir dust etc. as required.
3. Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent **weekly** to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
9. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Keep clean of the drains.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Minimum number of janitors shall be ten (10) with one (01) visiting supervisor are present at this premises **from 7.30 a.m. to 5.30 p.m.** on all days of the month including Saturdays, Sunday, Poya days and Public Holidays During the contract period.
13. All employees must accurately record their arrival and departure.

14. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
15. He / She should not be residing and from the surrounding area.
16. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
17. If and when necessary pre and post arrangements to be carried out at the location, during functions.
18. Janitors should wear uniforms and identity card when on duty.
19. Bidder should attach a service time table.
20. Deduction for not coming to work will be made on a daily basis.
21. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.
22. Clean roof, gutters and prevent mosquito breeding sites on the premises.
23. The said service provider shall ensure that 10 labourer and 01 visiting supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows

### **Table 01**

#### **Proportionate Percentage**

I. Wages janitors	=	30%
Visiting supervisor	=	05%
II. Other performance of works		
❖ Sweeping	=	40%
❖ Toilet cleaning	=	15%
❖ Using vacuum cleaner others	=	<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 =  $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of absent days for month}}{\text{No. of total dates for month} \times \text{Total no. of supervisors}}$   
Supervisor
- III. Deduction for =  $\frac{\text{Monthly payment} \times 0.15 \times \text{Total no.of absent days for month}}$



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

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

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

22. Inspection of the above premises could be arranged with prior appointment with the Head Office at No: 79, CMC New Office Complex, Baddegama Sri Wimalawansa Nahimi Mawatha, Colombo 10. Telephone No.0112695745/ 2691563.

**3. BID FORMAT**

**Please state the following.**

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

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

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

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

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

3.6. Janitors are provided with;

Uniforms.....

Company logo: .....

Identification badges: .....

**3.7. Reputed Clients**

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

.....  
.....

**3.8. Bidder's Qualifications**

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

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

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

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

.....

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

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

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

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

**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)]

