

**COLOMBO MUNICIPAL COUNCIL**

**CENTRAL PROCUREMENT DEPARTMENT**

Tel. Nos. 2686389 - 2673173

Fax No. 2662329

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

**BID/ TENDERS NO : CPD13 /1832/2024**

**BID/ TENDERS OPENING DATE : 2024.08.29**

**TIME: 10.00 A.M.**

**PART - I**

(For office use only)

NAME OF THE FIRM .....

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

DATE: .....

.....  
SIGNATURE OF ISSUING OFFICER

**PART - II**

(To be filled by the Tenderer)

**1. NAME OF THE FIRM:** .....

**2. BUSINESS ADDRESS:** .....

**3. TELEPHONE NUMBERS:** .....

**4. BUSINESS REGISTRATION NO:** .....

**5. BANK & BID/ TENDER SECURITIES NO:** .....

**6. BID/ TENDER SECURITIES AMOUNT:** .....

**7. VAT REGISTRATION NO:** .....

**PART - III**

Rates quoted to the provide Cloth Cleaning Services to Home for the age and Home for the Children at Battaramulla,

<b>Breakdown of Total Contract Sum for 2 Years</b>				
Size	No of Units Per Twice a weak (Cloth Pieces) (1)	Unit Cost – Rs Without VAT (2)	Cloth Cleaning Frequency (3)	Total Value Rs (1x2x3) = 4
Cloth Pieces : Large	150		192	
Cloth Pieces : Small	100		192	
<b>Total Cost without VAT</b>				
<b>18% VAT</b>				
<b>Max Total Cost For Two Years with VAT</b>				

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

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

Vat Registration No.

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

Name:  
(Block Capitals)  
Address:

WITNESSES :-

01. Signature :  
Name :  
Address :

02. Signature :  
Name :  
Address :

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

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

**Specifications and Requirements**

1. At least twice a week the clothes should be taken from the institution, washed, ironed and properly returned to the Home for the aged & home for the Children at Battaramulla and handed over to the Housing Superintendent.
2. Approximately 150 large pieces of clothing and about 100 small pieces of clothing need to be washed at a time.
3. Payments are made only once a month.
4. When bidding/Tendering, bided price should be submitted for small pieces of clothes and large pieces of clothes separately.
5. Small pieces include towels, pillowcases, adult Uthuru Salu (වැඩිහිටි උතුරු සළු), blouses, vests, children's Uthuru Salu (ළමා උතුරු සළු), Small Curtain, short underskirts, and blouses.
6. Large Pieces include Cheeththa, Shirts, Long Trousers, Short Trousers, Saram (සරම්), long underskirts, Mosquito nets, Bed sheets, Housecoats, Bed shees for covering (පොරවන රෙදි), Table Cloths, gown, Door Curtain, Window Curtain, Mattress cover, Large Curtains.

**Price Details**

Quoted Rate (Without Taxes) for Cleaning a Large piece of clothes (amount in both figures and word)	RS:
Quoted Rate (Without Taxes) for Cleaning 150 Nos of Large piece clothes (amount in both figures and word)	RS:
Quoted Rate (Without Taxes) for Cleaning a small piece of clothes (amount in both figures and word)	RS:
Quoted Rate (Without Taxes) for Cleaning 100 Nos of small piece clothes (amount in both figures and word)	RS:
Quoted Rate Without Taxes for cleaning 150 Nos Pieces of Large Cloth & 100 Nos Pieces of Small Cloth once (amount in figures and word)	RS:
Quoted Rate Without Taxes for cleaning 150 Nos Pieces of Large Cloth & 100 Nos Pieces of Small Cloth (amount in figures and word) At least twice in a week	RS:
18% VAT	RS:
Monthly Rate with VAT (amount in figures and word)	RS:
Quoted Rate for two years with Taxes for cleaning 150 Nos Pieces of Large Cloth & 100 Nos Pieces of Small Cloth at least twice in a week (amount in figures and word)	RS:

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

Bidding conditions for providing of **Cloth Cleaning Services** to the **Home for the age and Home for the Children at Battaramulla**

**GENERAL TERMS AND CONDITIONS:**

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

1. Prospective tenderers should have experience in providing cloth cleaning services to Government Departments, Corporations etc, for a period of not less than 3 years.
2. The contract under this tender will be valid for two years(24 months) commencing from However, the contract may be renewed annually on rate to be mutually agreed with the approval of the Finance Committee and the General Council.
3. The successful Bidder/ Tenderer should commence providing the Cloth Cleaning from a date fixed by the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, even with a short notice.
4. The successful tenderer will be required to enter in to an agreement with the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, for the satisfactory execution of the services and the successful tenderer has to submit the **10%** Performance Bond to be valid Until 28 days from the end of the contract period. Any losses arising out of negligence of the personnel deployed will be recovered from the Bank Guarantee or the monthly bill and any balance unrecoverable against the successful Bidder/ Tenderer. Format of a Performance Guarantee is attached herewith (Annexure 02).
5. If you are unable to provide performance Bond within 14 days after receiving letter of award bid acceptance will be cancelled.
6. No advance payment will be made by the Municipal Council. Payments will be made monthly on the basis of work done.
7. Bidder/ Tenderers should be submitted in duplicate on forms issued by the Chief Procurement Manager, Colombo Municipal Council, Town hall, Colombo 07.
8. The rate quoted in the Bidder/ Tenderer should be in both figures and words. If there is any difference between the rates quoted in figures and words, the amount in words will be considered as tendered amount. All correction and alteration in the tender should be authenticated by the Bidder/ Tenderer.
9. Bidder/ Tenderer should give all the details required in the tender form.

10. The decision of the Council on the Bidder/ Tenderers received shall be final and conclusive and the Council reserves the right to accept or reject any or all the Bids.
- 11. “ Bids for Cloth Cleaning Services to Home for the age and Children at Battaramulla”** shall be written on top left hand corner of the sealed envelope which contains the bid.
12. 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 29.08.2024 bids sent by post will and rejected. Bids received after the closing time will be rejected.
11. The Municipal Commissioner reserves the right to terminate the contract at any time for unsatisfactory execution of the Cloth Cleaning Services.
12. The Municipal Commissioner reserves the right to terminate the contract at any time for unsatisfactory execution of the Cloth Cleaning Services.
13. A Bid bond issued by a recognized Bank in Sri Lanka value of **Rs.50, 000.00** valid for **150 days** from the date from the date of closing of the tender, should be submitted along with the tender. Bid bonds issued by Insurance firms will not be accepted. Format of a Bid Security is attached herewith (Annexure 01)
14. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly and deduction for the non – performance / inadequate provision of service according to the specifications and Requirements. Payment will be certified by an officer from the respective department considering the performance. All the payments done by online system of the Payment Department. Bank details shall be submitted in attached format (annexure 03) and certified bank statement copy (mentioned the Name & Account Number is enough) shall be submitted along with the document.
15. Under the Extraordinary Gazette No: 1530 Dated 01.01.2008 All Payments of Rs.25, 000/- Above will be Subjected to a Stamp Duty of Rs.25/=.

MUNICIPAL COMMISSIONER  
 COLOMBO MUNICIPAL COUNCIL  
 TOWN HALL,  
 COLOMBO 07.

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

Signature - .....

Name of the Person - .....

Designation - .....

Date - .....

(Seal of the Firm)

Annexure 01

**Tender/ Bid Security**

*[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets] .....[insert issuing agency’s name, and address of issuing branch or office] .....*

**\*Beneficiary:** Municipal Commissioner, Colombo Municipal Council

**Date:** .....[issuing date]

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

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

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

At the request of the Tenderer/ Bidder, we .....[name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of .....[insert amount in word and figures]..... upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer/ Bidder is in breach of its obligation(s) under the Tender/ Bid conditions, because the Tenderer/ Bidder:

- (a) has withdrawn its Tender/ Bid during the period of Tender/ Bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Tender/ Bid document and conditions of the General Terms and Conditions; or
- (c) having been notified of the acceptance of its Tender/ Bid by the Purchaser during the period of Tender/ Bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the General Terms and Conditions.

This Guarantee shall expire: (a) if the Tenderer/ Bidder is the successful Tenderer/ Bidder, upon our receipt of copies of the Contract signed by the Tenderer/ Bidder and of the Performance Security issued to you by the Tenderer/ Bidder; or (b) if the Tenderer/ Bidder is not the successful Tenderer/ Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Tenderer/ Bidder that the Tenderer/ Bidder was unsuccessful, otherwise it will remain in force up to .....

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

*[Signature of authorized representative(s) ]*

Annexure 02

**Performance Guarantee**

[The issuing agency, as requested by the successful Tenderer/ Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] ----- \* **Beneficiary:** -

----- [Name and Address of Employer] -----

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Service provider] (hereinafter called "the service provider") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- [insert service] -----of----- [name of service and brief description of service] (hereinafter called "the Service").

Furthermore, we understand that, according to the General Terms and Conditions, a performance guarantee is required.

At the request of the Service provider, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (----- ---) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the ... day of ....., 20.. [insert date, 31 days beyond the scheduled completion of contract] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]



