

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173

Fax No. 2662329

INVITATION FOR THE BIDS : **BIDS FOR JANITORIAL SERVICES TO DEANS ROAD OFFICE COMPLEX & MUTWAL , NAWAGAMPURA, ABDUL HAMEED DAYCARE CENTER - PAD**

BIDS NO **: CPD13/2374/2024**

BIDS OPENING DATE **:** **2024.10.15** **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/BUSINESS:**
- 2. ADDRESS OF THE BUSINESS:**
- 3. TELEPHONE NUMBERS:**
- 4. BUSINESS REGISTRATION NO:.....**
- 5. BANK & BID BOND NO:**
- 6. BID BOND AMOUNT:**
- 7. I.VAT REGISTRATION: YES /NO**
- II. IF VAT REGISTERED VAT NO:.....**

PART - III

Monthly rates quoted for providing of janitorial services to **Deans Road Office Complex & Mutwal ,Nawagampura, Abdul Hameed Daycare Center - PAD**

Quoted monthly rate	
Janitors (11)	Rs.
Visiting Supervisor (01)	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 V.A.T. (in words) :-

.....

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

CONDITIONS AND REQUIREMENTS FOR PROVIDING REGULAR JANITORIAL SERVICES TO DEANS ROAD OFFICE COMPLEX & MUTWAL , NAWAGAMPURA, ABDUL HAMEED DAYCARE CENTER - PAD

1. General Terms and Conditions

The Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, invites sealed bids to provide regular Janitorial Services to the **Deans Road Office Complex & Mutwal ,Nawagampura, Abdul Hameed Daycare Center - PAD** under the terms and conditions given below.

01. Prospective Bidder should have excellent track record in providing Janitorial Service to Government Departments, Corporations and other, reputed organizations for a period of not less than two years with physical and financial capabilities. (copies of Audited financial statements and evidence for previous experience in this filed should be annexed with relevant contact details).
02. The contract will be valid for a period of TWO years (24 months) from the commencement date.
03. 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.
04. 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.
05. Offers should be submitted in duplicate on forms issued by the Chief Procurement Manager, Colombo Municipal Council, Town Hall, Colombo 07.
06. Contractor shall be responsible to supply all necessary equipment and materials for janitorial service at his own cost.
07. The Municipal Commissioner reserves the right to terminate contract at any time for unsatisfactory execution of the Janitorial Services.
08. A bid bond for the value equivalent to Rs.100,000/-, obtained 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 along with the bid. Bid price is 24 times of monthly rate. Bid bonds issued by insurance firms will not be accepted. Bids not accompanying the required bid security will be rejected.
09. Contractor shall take every precaution to avoid damages to any property or person. Any losses due to negligence of the personnel deployed by the contractor will be recovered from the monthly bill.
10. The Successful bidder will be required to **execute an agreement** with the Colombo Municipal Council for the satisfactory provision of services.
11. The successful Bidder shall submit an on demand performance security in the standard format (which is available at contract branch) from a bank acceptable to Colombo Municipal Council,

for the value **equivalent to 10% of two year contract price and valid until 28 days from the end of the contract period**. Bidder shall renew the above bond before the end of the first year and the agreement shall be renewed. Otherwise the contract will be terminated.

12. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly. Deductions will be made for the non-performance / inadequate provision of service as decided by the Public Assistance Department / Council. Payment will be certified by an officer from the respective department.
13. 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 V.A.T. components should be shown separately.
14. The decision of the Council on the offers received shall be final and conclusive and Council reserves the full right to accept or reject any or all the offers without giving reasons what so ever.
15. "**Bid for Janitorial Services to Deans Road Office Complex & Mutwal ,Nawagampura, Abdul Hameed Daycare Center – PAD** " shall be written on the top left hand corner of the sealed envelope which contains the Bid.
16. Bids in Original with duplicate should be placed in the Tender Box of the Municipal Commissioner's Office at Town Hall, Colombo 07 before 10.00 hrs. **15.10.2024**. Bids sent by post and Bids received after the closing time will be rejected.
17. Under the extraordinary gazette No 1530/13 dated 01st January 2008; all payments above Rs.25,000/- will be subjected to a stamp duty of Rs.25/-.

2. Specifications and Requirements for Deans Road Office Complex and Day Care Centers - PAD

1. Service Hours and number of janitor's

	Duration	No. of Janitors	No. of Supervisor
Deans Road Office Complex -	7.00a.m to 5.00p.m	08	01
Daycare Centers – (Modara/ Abdul Hameed/ Nawagampura)	7.00a.m to 5.00p.m	03	-

2. The Janitor should be mentally, physically fit and should be between the ages of **18 – 55** years
3. Upon reporting for duty, janitors are not permitted to leave the premises for personal reasons. They must remain on-site during their designated service hours.
4. In the event of a janitor's absence, a proportionate deduction will be made from the monthly payment, and an additional penalty of 10% will be applied to the deducted amount.
5. All janitors are required to record their attendance using the attendance register or fingerprint machine.
6. The service provider shall submit the bio data of the janitors attached to the Office Complex.
7. Janitors are required to wear the uniforms provided by the service provider.
8. Upon request by the Department, the janitors must present documentation to verify their identity.
9. If the Charity Commissioner determines that the employment of a janitor should be terminated due to misconduct or any other charge, the said individual's service shall be discontinued.
10. Personal relationships should not be formed with visitors to the premises.
11. A cooperative and professional rapport must be maintained with all officers and employees of the institution.
12. Janitors must avoid any conduct that may result in damage to office equipment or other property on the premises and are required to handle such items with care.
13. Janitors may be held financially liable for any loss or damage caused by their negligence.
14. Harassment of children, whether mental or physical, constitutes a punishable offense. If such behavior is reported, the individual responsible will be terminated without prior notice, and measures will be taken to blacklist the associated firm.
15. Interactions with children must be conducted in a manner that is pleasant, respectful, and friendly.

16. Photography and video recording of children are strictly prohibited. If outsiders engage in such activities, they should be promptly prevented from doing so.
17. Janitors are expected to cooperate with the employees and staff attached to the Modara, Nawagambara, Abdul Hameed, and De Mel Daycare Centers.
18. Janitors are required to assist during programs and events organized for children.
19. All janitors must perform their duties with due diligence and efficiency. The supervisor is responsible for ensuring that janitors fulfill their responsibilities in an appropriate manner.

Daily – Office Complex

- Clean all departments of the Deans Road Office Complex.
- Clean the toilets three times a day.
- Properly separate waste and dispose of it daily.

Weekends

- Remove cobwebs from office rooms and clean tables, chairs, fans, etc.
- Clean all glass curtain walls in the offices.
- Mop and clean the staircase.
- Sanitize and mop the interior floor areas of the offices.
- Clean the vehicle parking area and external premises.

Monthly

- Vacuum the carpeted areas within the office premises.
- Wash the corridors with sanitizer and mop them thoroughly.

Daily – Daycare Centers

- Clean tables and chairs used by children with appropriate cleaning products.
- Sweep the floor area of the daycare premises.
- Sweep and clean the compound.
- Clean the area where babies defecate with proper cleaning products after removing any waste.
- Clean the tables and chairs used by the children for meals immediately after they have finished eating.
- Sweep and clean the daycare premises after the children have left.

Weekends

- Clean the drains surrounding the daycare centers.
- Remove cobwebs and clean the fans.

Monthly

- Clean cupboards, ornaments, and tools with appropriate cleaning products as needed.

20. In cases where duties are found to be inadequately performed, the service provider will be subject to deductions from their payment following an examination of the issue. A specified percentage of the payment will be deducted for any failure to fulfill assigned tasks.

21. The service provider must comply with circulars issued by the Colombo Municipal Council and the Public Assistance Department as well as with applicable tax laws.
22. Provide any other services required from time to time to keep the premises and surrounding areas clean.
23. The said service provider shall ensure, that 11 janitors (Men & Women) and 01 supervisor should attend for janitorial services if they do not report for duty proportionate amount. According to the number of persons absent should be deleted from the monthly invoice as follows.

Deduction Measuring Details

No	Activity	Unit	Quantity	Covering percentage for the total cleaning service
1.1	Sweeping/floor area – indoor	Sq.Ft	34,000	15%
1.2	Sweeping/floor area – outdoor	Sq.Ft	42,000	10%
2	Mopping. floor area – indoor	Sq.Ft	34,000	15%
3	Cleaning the toilets and spraying air fresheners to toilets	Nos.	26	15%
4	Cleaning doors, windows, fanlights, partitions etc.	Sq.Ft	38,600	2%
5	Cleaning of ceiling fans	Nos.	128	2%
6	Cleaning the furniture	Nos.		5%
7	Polish the name board	Nos.	33	2%
8	Wash and iron curtain	Sq.Ft	7746	2%
9	Cleaning of surface drains	Sq.Ft	1524	2%
10	Janitors	Nos.	11	30%
11	Supervisor	Nos	01	
			Total =	100%

Deduction Rate

1. Absent of janitors = $\frac{\text{Monthly payment} \times 0.30}{30 \times 11} \times \text{Total of absent janitors for month}$
2. Absent of visiting = $\frac{\text{Monthly payment} \times 0.30}{30 \times 11} \times \text{Total of absent days of supervisor for month supervisor}$
3. Deduction for sweeping = $\frac{\text{Monthly payment} \times 0.15}{30 \times \text{square meters of sweeping area}} \times \text{non sweeping square meters for indoor}$
4. Deduction for sweeping = $\frac{\text{Monthly payment} \times 0.10}{30 \times \text{square meters of sweeping area}} \times \text{non sweeping square meters for outdoor}$
5. Deduction for mopping = $\frac{\text{Monthly Payment} \times 0.15}{30 \times \text{square meters of mopping area}} \times \text{non Mopping square meters for outdoor}$
6. Deduction for toilet cleaning = $\frac{\text{Monthly payment} \times 0.15}{30 \times \text{Nos. of total toilets}} \times \text{nos. non cleaning toilet}$
7. Deduction for door/window = $\frac{\text{Monthly payment} \times 0.02}{30 \times \text{total Sq.Ft. of door /window}} \times \text{non cleaning Sq.Ft.}$
8. Deduction for fan = $\frac{\text{Monthly payment} \times 0.02}{30 \times \text{nos. of fans}} \times \text{nos. of non-cleaning fans}$

9. Deduction for furniture= $\frac{\text{Monthly payment} \times 0.05}{30} \times \text{nos. of non-cleaning furniture indoor}$
10. Deduction for name board/= $\frac{\text{Monthly payment} \times 0.02}{30} \times \text{nos. of non-cleaning board sign board}$
11. Deduction for curtain = $\frac{\text{Monthly payment} \times 0.02}{30} \times \text{non-cleaning curtain area square meters of curtain}$
12. Deduction for drain = $\frac{\text{Monthly payment} \times 0.02}{30} \times \text{non-cleaning Sq.Ft. of drain total square meters of drain}$

Deduction measuring details

No	Activity	Units	Quantity					Total
			Head Office	Modara D/C	Nawagampura D/C	Abdulhamee D/C	De Mel D/C	
1.1	Sweeping/floor area – indoor	Sq.Ft	24,000	3,780	1,838	625	2,944	33,187
1.2	Sweeping/floor area – outdoor	Sq.Ft	8,000	-	28,567	225	4,924	41,716
2	Mopping. floor area – indoor	Sq.Ft	24,000	3,780	1,838	625	2,944	33,187
3	Cleaning the toilets and spraying air fresheners to toilets	Nos.	14	4	1	1	6	26
4	Cleaning doors, windows, fanlights, partitions etc.	Sq.Ft	30,920	5,690	640	696	615	38,561
5	Cleaning of ceiling fans	Nos.	105	2	6	4	11	128
6	Cleaning the furniture	Nos.	680	97	167	10	118	1,072
7	Polish the name board	Nos.	30	1	1	1	-	33
8	Wash and iron curtain	Sq.Ft	1,000	5,410	520	416	400	7,746
9	Cleaning of surface drains	Sq.Ft	784	-	740	-	-	1,524
10	Janitors	Nos.	8	1	1	1	-	11
11	Supervisor	Nos.	1	-	-	-	-	1

24. If and when necessary pre and post arrangements to be carried out at the location, during functions.

25. Should attach a service time table.

26. Inspection of the above premises could be arranged with prior appointment with the head office at BaddegamawimalawansaHimiMawatha, Maradana, Colombo10 .Tel.0112693903 and 0112327217.

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:.....

3.5. Number of visiting supervisors allocated

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: 2023 and 2024.

(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

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)]

