

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
Fax No. 2662329

INVITATION FOR THE BIDS :BIDS FOR JANITORIAL SERVICES TO TOWN HALL NEW BUILDING.

BIDS NO : CPD13/2656/2024

BIDS OPENING DATE : 10.12.2024 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 GUARANTEE NO:

6. BID GUARANTEE AMOUNT:

7. VAT REGISTRATION : YES /NO

8. VAT REGISTRATION NO:

PART - III**Price Schedule for Providing of Janitorial Services to Town Hall New Building.**

Quoted Monthly Rate	
Janitors – (25)	Rs.
Supervisor (02)	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 tax. (in words) :-

.....

.....
**SIGNATURE OF BIDDER
 AND SEAL OF THE FIRM/ BUSINESS**

Date:

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :
Name :
Address :

02. Signature :
Name :
Address :

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

CONDITIONS AND REQUIREMENTS FOR PROVIDING REGULAR JANITORIAL SERVICES TO TOWN HALL NEW BUILDING.

1. GENERAL TERMS AND CONDITIONS:

The Municipal Commissioner, Colombo Municipal Council, Town hall, Colombo 07, invites sealed bids to provide regular Janitorial Services to Town Hall new Building 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 Municipal 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 Original with Duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
06. Contractor shall be responsible to supply all necessary equipment and materials for janitorial service cost.
07. **The Municipal Commissioner reserves the right to terminate each contract at any time for unsatisfactory execution of the Janitorial Services. Municipal Council reserves the right to accept or reject the offers for whatever reason/s.**
08. Unconditional On demand bid guarantee for the value equivalent of Rs. **400,000.00/- to favor of the Municipal Commissioner, Colombo Municipal Council shall be obtained from a recognized bank in Sri Lanka acceptable to Colombo Municipal Council**, valid for **150days** from the date of closing of the bid guarantee should be submitted along with the **bid**. Bid price is 24 times of monthly rate. Bid securities issued by insurance firms will not be accepted. Bids not accompanying the required bid guarantee will be rejected.
09. 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.

10. The successful bidder will be required to **execute an agreement** for each bid with the Colombo Municipal Council for the satisfactory provision of services.
11. The successful bidder shall submit a performance guarantee from a bank acceptable Colombo Municipal Council, for the **equivalent 10% of two years contract price and valid until 28 days from the end of the contract period**. Performance guarantee issued by insurance firms will not be accepted.
12. 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/ division considering the performance.
14. 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. The relevant VAT components will be executed as per government's policy decisions. The VAT registration letter issued by the Inland revenue Department should be provided before making the payments by the council.
15. The decision of the Colombo Municipal Council on the offers received shall be final and conclusive and the Colombo Municipal Council reserves the full right to accept or reject any or all the offers without giving reasons what so ever.
16. “ **Bids for Janitorial Services to Town hall New Building**” shall be written on the top left hand corner of the sealed envelope which contains the bid.
17. 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 on **10th December 2024**. Bids received after the closing time will be rejected.
18. 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 REQUIRED SPECIFICATIONS AND REQUIREMENTS

01. Sweep and clean all areas, including office areas, common passages, corridors...etc.. remove all refuse, including the waste bins/ baskets, refusal should be collected from the tea room and any water collected from air conditioners should be removed.
 - *all the collected refusal should be separated and stored appropriately in the coloured bins located in each floor.
 - * All the non-bio degradable waste should be stored in the particular bins and bio degradable waste should be stored in the skip bucket located outside the building.
 - * Clean & Hoover the carpet areas at least twice a week.
 - * Shampoo the floor carpets once a month and when there are patches.
 - * Wax the floor area, once in two months.

02. Sweep and clean two court yards, Vehicle parks, drive way, compound etc., throughout the day.
 - * Sweep all the road ways and keep the roadways clean throughout a day.
 - * Brush & remove all the earth on the roadways and keep them dust free every time
 - * Clean the external walls of the building and maintain dust free always.
 - * Clean the lawns and remove waste immediately after each function and keep them waste free all the time
 - * Take precautions to prevent animals entering the building.
 - * Uproot and remove any unwanted plant growth on building walls or boundary walls.
 - * Remove all posters pasted on the walls, boundary walls...etc.
 - * Removal all dead animals inside buildings or in the premises if any.

03. Dry sweep and damp mop followed by burnishing the floor every day, with a recommended detergent to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.

04. Spray air fresheners in all office rooms at least once a day.

05. Burnish all floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.

06. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain dry all the time. Provide Hand wash, tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always in good usable condition. Provide air fresheners, soap, toilet paper rolls ...etc. in the toilets where necessary.

07. Clean all doors and windows, fanlights, frames, panels etc. and clean and maintain all mirrors, all plain glasses in door slashes, window slashes, and fanlights in shining condition.

08. Clean and keep all walls, ceilings, light fittings, fans, switches etc. always dust free.

09. Clean all furniture, glass pads, paper trays, racks and cubicles and keep always dust free.

10. Clean all telephones with recommended detergent at least once a day and keep always clean.
11. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
12. Wash and iron all cotton door and window curtains once in three months and replace when necessary.
13. All surface drains, galleys to be kept clean and free of blockages all time.
14. Keep clean all gratings at the inlets of down pipes and all gutters of the roof top to prevent creating mosquito breeding sites on the premises.
15. Services should be provided at all buildings, huts, and shelters within the town hall new building premises, Including the New Auditorium. If any special function is scheduled in the New Auditorium, the receives staff should be employed to clean the same.
16. In addition to above bidders should adhere to the detail cleaning requirement show below.

Information on the place where the service is obtained
Town Hall New Building
Semi-underground floor (West Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters (m ²)	No of times
01	The Place where the vehicles are Parked	Sweeping	675	Once a day
		cobwebs and		Once a week
		wiping windows		Once a week
02	Stair- case and Lobby	Sweeping	145.7	Twice a week
		Removing Cobwebs and wiping windows & fans		Once a week
03	Office room	Sweeping	20	Twice a day
		Removing Cobwebs and wiping windows & fans		Once a week
04	Water drains and man hole	Removing soil, cleaning and clearing the way	-	Once a week

Ground Floor (West Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters (m ²)	No of times
01	Back and front compounds, road and the entrance road to the underground floor	Sweeping	725	Twice a day
		Watering to the flower plants		Twice a day
		Hoeing and weeding		Once a week
02	Outer main corridor and main two stair-cases	Sweeping and mopping	141.2	Twice a day
		Washing		Once a week
03	Outer down corridor, stairs and ramp	Sweeping	130	Once a day
		Washing		Once a week
04	Front face of the building (Lattice Work), back face	Removing Cobwebs, wiping and washing	195	Once a week

	of the building (Lattice Work), Globes on light poles			
05	Front of the building, under the bridge, poles and ceiling, back wall	Removing Cobwebs, wiping and washing	782.3	Once a week
06	Planted flowers	Watering and maintaining	-	Twice a day
07	Stairs	Sweeping and mopping	87	Twice a day
		Cleaning the walls using liquid detergents		Once a week
		Cleaning Hand Rail		Twice a day
		Wiping windows with removing Cobwebs		Once a week
08	Electric elevator	Sweeping and mopping the floor	25	Twice a day
		Cleaning the walls using liquid detergents/polishing		Once a day
09	Either side of the glass walls and partitions	Removing Cobwebs and cleaning the walls using liquid detergents	142	Once a week
10	Counter tops	cleaning using relevant liquid detergents	8	Twice a day
11	Offices, dining rooms, floor of the store rooms	Sweeping and mopping the floor	66	Twice a day
12	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of cupboards and fans	Removing cobwebs, wiping dusts and vacuuming	75	Once a month
13	Toilet bowls, floors, washing basins, Vanity Tops	Washing using detergents	34	Six times a day
14	Tiled walls of the toilets	Washing using detergents	50	Once a day
15	Walls of toilets, windows and doors	Removing cobwebs, washing and cleaning	35	Once a week

First floor (West Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters(m ²)	No of times
01	Outer corridor	Sweeping	153	Twice a day
		Washing by rubbing and applying liquid detergents and cleaning, removing cobwebs and washing		Once a week
02	Front face of the building (Lattice Work)	Removing cobwebs, wiping and washing	270	Once a week
03	Stairs	Sweeping and mopping	60	Twice a day
		Cleaning walls with using liquid detergents		Once a week
		Cleaning Hand Rail		Twice a day
		Removing cobwebs and cleaning windows		Once a week
04	Either side of the glass	Removing cobwebs and cleaning	60	Once a week

	walls and partitions	walls with using liquid detergents		
05	Counter Tops	cleaning with using relevant liquid detergents	12	Twice a day
06	Offices, dining rooms, store rooms, floor	Sweeping and mopping the floor	10	Twice a day
07	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of cupboards and fans	Removing cobwebs, wiping dusts and vacuuming	640	Once a month
08	Toilet bowls, floor, wash basins, Vanity Tops	cleaning with relevant liquid detergents	54.8	Six times a day
09	Tiled walls of the toilets	cleaning with relevant liquid detergents	59	Once a day
10	Walls of the toilets, windows, doors and ceiling	Removing cobwebs, washing and cleaning	54.8	Once a week

Second floor (West Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters(m ²)	No of times
01	Outer corridor and bridge	Sweeping	113	Once a day
		Washing using liquid detergents, rubbing moss and washing		Once a week
02	Front face of the building (Lattice Work)	Removing cobwebs, wiping and washing	345	Once a week
03	Stairs	Sweeping and mopping	95	Twice a day
		Cleaning walls using relevant liquid detergents		Once a week
		Cleaning Hand Rails		Twice a day
		Cleaning windows removing cobwebs		Once a week
04	Either side of all glass walls and partitions	Removing cobwebs and Cleaning walls using relevant liquid detergents	286	Once a week
05	Counter Tops	Cleaning using relevant detergents	10	Twice a day
06	Offices, dining rooms, store rooms, floor	Sweeping the floor and mopping	101	Twice a day
07	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, and fans	Removing cobwebs, wiping dusts and vacuuming	101	Once a month
08	Toilet bowls, floor, wash basins, vanity mob	Washing using liquid detergents	70	Six times a day
09	Tiled walls of toilets	Washing using liquid detergents	122	Once a day
10	Walls of toilets, windows, doors and ceilings	Removing cobwebs, washing and cleaning	70	Once a week

Third floor or Roof (West Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters(m ²)	No of times
01	Corridor, lobby and rooms	Sweeping and mopping	10	Twice a day
		Removing cobwebs and wiping		Once a week
02	The tiling area that exposed to the sky	Cleaning drains, sweeping the floor, removing cobwebs, removing moss, washing using liquid detergents	768	Once a week

Ground floor (West Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters	No of times
01	Back compound, front compound and road	Sweeping	906	Twice a day
		Watering to the flower plants		Twice a day
		Trapping and cutting grass, hoeing		Once a week
02	Outer corridor and stairs	Sweeping and mopping	36	Twice a day
		Cleaning with using liquid detergents		Once a week
03	Front face of the building (Lattice Work), back face of the building (Lattice Work), Globes on light poles	Removing cobwebs, wiping and washing	183	Once a week
04	Stairs	Sweeping and mopping	90.5	Twice a day
		Cleaning walls using liquid detergents		Once a week
		Cleaning Hand Rails		Once a week
		Cleaning windows and Removing cobwebs		Twice a day
		Sweeping and mopping		Once a week
05	Electrical Elevator	Sweeping and mopping the walls	20.3	Twice a day
		cleaning walls using liquid detergents/polishing		Once a week
06	Either side of glass walls and partitions	Removing cobwebs and cleaning walls using liquid detergents	15	Once a week
07	Counter Tops	cleaning using liquid detergents	10	Twice a day
08	Offices, dining rooms, store rooms, floor	Sweeping and mopping the floor	322	Twice a day
09	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of the cupboards and fans	Removing cobwebs, wiping dusts and vacuuming	300	Once a month
10	Toilet bowls, floor, wash basin, vanity tops	Washing using liquid detergents	27	Six times a day
11	Tiled walls of toilets	Washing using liquid detergents	120	
12	walls of toilets, windows, doors and ceiling	Removing cobwebs, washing and cleaning	27	Once a week

13	Auditorium	Vacuuming the wall		Twice a day
		Wiping chairs, tables, walls	110	Once a week
		Removing cobwebs		Once a week

First Floor (East Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters(m ²)	No of times
01	Outer Corridor	Sweeping	68	Twice a day
		Rubbing and washing using liquid detergents, and removing cobwebs, washing and cleaning		Once a week
02	Front face of the building (Lattice Work)	removing cobwebs, wiping and washing	186	Once a week
03	Stairs	Sweeping and mopping	72	Twice a day
		Cleaning walls using liquid detergents		Once a week
		Cleaning Hand Rails		Twice a day
		Cleaning windows and removing cobwebs		Once a week
04	Either side of all glass walls and partitions	Removing cobwebs and cleaning walls using liquid detergents	76	Once a week
05	Counter Tops	Cleaning using relevant liquid detergents	5	Twice a day
06	Offices, dining rooms, store rooms, floor	Sweeping and mopping the floor	355	Twice a day
07	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of the cupboards and fans	Removing cobwebs, wiping dusts and vacuuming	403	Once a month
08	Toilet bowls, floor, wash basin, vanity tops	Washing using liquid detergents	27	Six times a day
09	Tiled walls of toilets	Washing using liquid detergents	68	Once a day
10	walls of toilets, windows, doors and ceiling	Removing cobwebs, washing and cleaning	27	Once a week
11	Record room	Sweeping and mopping the floor	50	Once a week
		Removing cobwebs and cleaning		Once a month

Second floor (East Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters(m²)	No of times
01	Outer corridor and bridge	Sweeping	89	Once a day
		Washing using liquid detergents, rubbing moss and washing		Once a week
02	Front face of the building (Lattice Work)	Removing cobwebs, wiping and washing	186	Once a week
03	Stairs	Sweeping and mopping	43	Twice a day
		Cleaning walls using relevant liquid detergents		Once a week
		Cleaning Hand Rails		Twice a day
		Cleaning windows and removing cobwebs		Once a week
04	Either side of all glass walls and partitions	Removing cobwebs and Cleaning walls using relevant liquid detergents	186	Once a week
05	Counter Tops	Cleaning using relevant detergents	05	Twice a day
06	Offices, dining rooms, store rooms, floor	Sweeping the floor and mopping	20	Twice a day
07	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of cupboards and fans	Removing cobwebs, wiping dusts and vacuuming	30	Once a month
08	Toilet bowls, floor, wash basins, vanity mob	Washing using liquid detergents	27	Six times a day
09	Tiled walls of toilets	Washing using liquid detergents	38	Once a day
10	Walls of toilets, windows, doors and ceilings	Removing cobwebs, washing and cleaning	27	Once a week

Third Floor or Roof (East Wing)

Serial No	The Section to be Cleaned	How to Clean (Required aspects)	Square meters	No of times
01	Corridor, lobby and rooms	Sweeping and mopping	10	Twice a day
		Removing cobwebs and wiping		Once a week
02	The tiling area that exposed to the sky	Cleaning drains, sweeping the floor, removing cobwebs, removing moss, washing using liquid detergents	474	Once a week

17. Providing necessary equipment for cleaning purposes. Detailed list of equipment & material shall be submitted. (Estimated minimum requirement list is as follows)

List of equipment required for cleaning services that should be supplied yearly within the contract period

Serial No	Equipment	Description of the equipment	Yearly needed quantity
01	Polisher (tile)	To polish Terrazzo floor in the building	01
02	Vacuum cleaner	Can be used in dry and wet conditions	02
03	Grass cutter	It should be a Backpack hand grass cutter with a blade that operated with fuel	01
04	A ladder	06 ft. height 12 ft. height 20 ft. height Strong Aluminum ladder	01 01 01
05	Water pipes	100 feet of Heavy Duty Garden Hose (½)	02
06	Mamoty	Wood handle and steel blade	01
07	Pressure gun – High Pressure Washer	Max Pressure 165 Bar Flow :- 6L/Min Power :-1800V	01
08	Shovel	Wood handle and thick steel blade	01
09	Manna knife	Wood handle and steel blade	01
10	Crow-bar	Heavy iron	01

List of equipment for cleaning service to be supplied monthly (Ekel Broom/Broom/Mop/Duster tc.)

Serial No	Equipment	Description of the equipment	Monthly needed quantity
01	Plastic Brooms	Screw type wide Broom with wooden handle covering with a plastic cover that include more plastic fibers	12
02	Wiper	Screw type wide wiper made by rubber, with wooden handle covering with a plastic cover	12
03	Mop	Screw type wide Mop with wooden handle covering with a plastic cover that include more fibers/threads that able to absorb water well	15
04	Deck brush	Screw type Deck brush with wooden handle covering with a plastic cover	10
05	Duster	Large Dusters made with cotton fabric	20
06	Ekel Broom	Strong Ekel Broom with wooden handle and more Ekels	08
07	Cobweb brush	Screw type Cobweb brush with wooden handle covering with a plastic cover that include plastic fibers with a large head	02
08	Mop bucket	A good water absorbing strong plastic Mob bucket with wheels which can be pushed away	05
09	Small bucket	Strong medium scale bucket made with plastic (with handle)	08
10	Dust-pan - A	Wide dust-pan with strong and long plastic handle	04
11	Dust-pan – B	Wide dust-pan with strong and short plastic handle	04
12	Hand brush	Medium scale Hand brush with plastic handle that made with thin plastic fiber	08
13	Commode brush	Commode brush with plastic handle and plastic holder that made with thin plastic fiber	10

14	Coir hand brush	Medium scale coir hand brush made with coir	10
15	Sponge pieces	Medium scale sponge pieces with thick layer	10
16	Gloves	Medium scale Gloves made with rubber	10
17	Paper role	Medium scale paper role	20
18	Empty spray can	Medium scale plastic empty spray can	10
19	Waste bags	Large/small bags with more than 200 micro meter thick	02 packets (large/small)

For special attention

All the above-mentioned equipment must be supplied from a recognized institution with fame in trusted brands for more than 10 years in Sri Lanka. Monthly sanitary material requirement bulk shall be shown to a responsible officer of the Municipal Secretary's Department & approved.

18. Provide any other services required from time to time for keeping the areas clean.
19. Minimum numbers of janitors shall be **Twenty Five (25) (12 female and 13 male Laborers) and Two (02) supervisors.**
20. The Town Hall complex functions generally from 7.00 a.m. to 7.00 p.m. everyday including working days and holyday, at least one supervisor should be available from 7.00 a.m. to 7.00 p.m. If there is a special meeting held in the Town Hall New building, two janitors and one supervisor should be available until the premises is closed.
21. Instructions given at any time by the Municipal Secretary should be carried out providing the required service without hesitation.
22. Failure to do any of services mentioned in this contract will lead to a deduction of the proportionate rates according to the Monthly Rate Description for that work from the monthly payment. Absence of any janitors and supervisors will lead to a deduction of the proportionate rates according to the price schedule.
23. All labourers & supervisors should be able to perform their duties at satisfactory level.
24. Janitors should be mentally and physically fit and should be between ages of 18-60 years.
25. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polish products, etc.) and operational material. All materials which are use a should be eco – friendly. (Estimated minimum requirement list as follows)

Serial No	Substance	Monthly needed bulk
01	Multi-Purpose Cleaner/Liquid detergent	25 L
02	Hydro-Chlorine	05 L
03	Disinfectant Cleaner	01 L
04	Bleaching Powder	10 – 10 kg packets
05	Mettle Polisher	500 ml (01)
06	Mothball	01 packet (100 – large)
07	Stain remover	01
08	Wax turpentine	01 L
09	Air freshener	25 L
10	Fragrance granules	15
11	Glass cleaner	05 L
12	Tile cleaner	5 L
13	Toilet Bowl Cleaner	25 L
14	Phenol	25 L
15	Washing powder	10 kg
16	Lavendra granules	10
17	Hand wash	10 L
18	Soap	05
19	WAX Polish	1 L

For special attention

All the above-mentioned equipment must be supplied from a recognized institution with fame in trusted brands for more than 10 years in Sri Lanka. Monthly sanitary material requirement bulk shall be shown to a responsible officer of the Municipal Secretary's Department & approved.

26. Janitors should wear uniforms with the company logo and company ID when they are on duty. Picture of the uniform shall be submitted.
27. Inspection of the above premises could be arranged with prior appointment with the Municipal Secretary's Department. (Telephone No.0112691794.)
28. The said service provider shall ensure, that 25 labourers and 02 visiting supervisor should attend for janitorial services daily and if they do not report for duty, proportionate amount according to the number of labourers absent should be deducted from the monthly invoice as follows.

1. Proportionate Percentage

I.	Wages of janitors	=	30%
	Wages of visiting supervisor	=	05%
II.	Other performance of works		
	• Sweeping, Mopping	=	40%
	• Toilet cleaning	=	20%
	• Non performance of other works in specification	=	<u>05%</u>
			<u>100%</u>

Deduction Rate

- 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/Mopping = $\frac{\text{Monthly payment} \times 0.4 \times \text{Total no.of non-performance Sq. meters}}{\text{No. of total Square Meters for Sweeping/ Mopping}}$
- IV. Deduction for Toilet Cleaning = $\frac{\text{Monthly payment} \times 0.2 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total Shift for Month}}$
- V. Deduction for non-Performance Works = $\frac{\text{Monthly payment} \times 0.05 \times \text{Total no.of non-performance Sq.meters}}{\text{No. of total Square Meters for non-performance works}}$

Monthly Rate Description

No	Activity	Units	Quantity	Per Month Rate (%)
1	Providing janitor			30%
2	Providing visiting supervisor			5%
3	<u>Sweeping and Mopping</u>			
	Semi-underground floor (West Wing)	Sq.m	850.7	} 40%
	Ground Floor (West Wing)	Sq.m	1174.2	
	First floor (West Wing)	Sq.m	219	
	Second floor (West Wing)	Sq.m	309	
	Third floor or Roof (West Wing)	Sq.m	778	
	Ground floor (West Wing)	Sq.m	1374.8	
	First Floor (East Wing)	Sq.m	545	
	Second floor (East Wing)	Sq.m	152	
	Third Floor or Roof (East Wing)	Sq.m	484	
4	<u>Toilet Cleaning</u>			
	Ground Floor (West Wing)	Shift	08	} 20%
	First floor (West Wing)	Shift	08	
	Second floor (West Wing)	Shift	08	
	Ground floor (West Wing)	Shift	08	
	First Floor (East Wing)	Shift	08	
	Second floor (East Wing)	Shift	08	
5	<u>Other performance</u>			
	Semi-underground floor (West Wing)	Sq.m	850.7	} 5%
	Ground Floor (West Wing)	Sq.m	2310.5	
	First floor (West Wing)	Sq.m	1195	
	Second floor (West Wing)	Sq.m	950	
	Third floor or Roof (West Wing)	Sq.m	778	
	Ground floor (West Wing)	Sq.m	1670.8	
	First Floor (East Wing)	Sq.m	860	
	Second floor (East Wing)	Sq.m	539	
	Third Floor or Roof (East Wing)	Sq.m	484	

Categorization for the Deduction of non-Performance Work

(Please refer with “Information on the place where the service is a obtained - Page 06 – 11” & “Deduction Rate – Page 15-16”)

	Sweeping/Mopping	Sq.m	Toilet Cleaning	No. of Shifts	Sq.m	Other Works	Sq.m
Semi-underground floor (West Wing)							
1	The Place where the vehicles are Parking	675	-	-	-	The Place where the vehicles are Parking	675
2	Stair- case and Lobby	145.7	-	-	-	Stair- case and Lobby	145.7
3	Office room	20	-	-	-	Office room	20
4	-	-	-	-	-	Water drains and man hole	-
Ground Floor (West Wing)							
1	Back and front compounds, road and the entrance road to the underground floor	725	-	-	-	Back and front compounds, road and the entrance road to the underground floor	725
2	Outer main corridor and main two stair-cases	141.2	-	-	-	Outer main corridor and main two stair-cases (Washing_)	141.2
3	Outer down corridor, stairs and ramp	130	-	-	-	Outer down corridor, stairs and ramp (Washing_)	130
4	-	-	-	-	-	Front face of the building (Lattice Work), back face of the building (Lattice Work), Globes on light poles	195
5	-	-	-	-	-	Front of the building, under the bridge, poles and ceiling, back wall	782.3
6	-	-	-	-	-	Planted flowers (Watering)	-
7	Stairs	87	-	-	-	Stairs	87
8	Electric elevator	25	-	-	-	Electric elevator	25
9	-	-	-	-	-	Either side of the glass walls and partitions	142
10	-	-	-	-	-	Counter tops	8
11	Offices, dining rooms, floor of the store rooms	66	-	-	-	-	-
12	-	-	-	-	-	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of cupboards and fans	75

13	-	-	Toilet bowls, floor, washing basins, Vanity Tops	06	34	-	-
14	-	-	Tiled walls of the toilets	01	50	-	-
15	-	-	Walls of toilets, windows and doors	01	35	-	-
First floor (West Wing)							
1	Outer corridor	153	-	-	-	Outer corridor	153
2	-	-	-	-	-	Front face of the building (Lattice Work)	270
3	Stairs	60	-	-	-	Stairs	60
4	-	-	-	-	-	Either side of the glass walls and partitions	60
5	-	-	-	-	-	Counter Tops	12
6	Offices, dining rooms, store rooms, floor	10	-	-	-	-	-
7	-	-	-	-	-	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of cupboards and fans	640
8	-	-	Toilet bowls, floor, wash basins, Vanity Tops	06	54.8	-	-
9	-	-	Tiled walls of the toilets	01	59	-	-
10	-	-	Walls of the toilets, windows, doors and ceiling	01	54.8	-	-
Second floor (West Wing)							
1	Outer corridor and bridge	113	-	-	-	Outer corridor and bridge	113
2	-	-	-	-	-	Front face of the building (Lattice Work)	345
3	Stairs	95	-	-	-	Stairs	95
4	-	-	-	-	-	Either side of all glass walls and partitions	286
5	-	-	-	-	-	Counter Tops	10
6	Offices, dining rooms, store rooms, floor	101	-	-	-	-	-
7	-	-	-	-	-	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, and fans	101
8	-	-	Toilet bowls, floor, wash basins, vanity mob	06	70	-	-
9	-	-	Tiled walls of toilets	01	122	-	-

10	-	-	Walls of toilets, windows, doors and ceilings	01	70	-	-
Third floor or Roof (West Wing)							
1	Corridor, lobby and rooms	10	-	-	-	Corridor, lobby and rooms	10
2	The tiling area that exposed to the sky	768	-	-	-	The tiling area that exposed to the sky	768
Ground floor (West Wing)							
1	Back compound, front compound and road	906	-	-	-	Back compound, front compound and road	906
2	Outer corridor and stairs	36	-	-	-	Outer corridor and stairs	36
3	-	-	-	-	-	Front face of the building (Lattice Work), back face of the building (Lattice Work), Globes on light poles	183
4	Stairs	90.5	-	-	-	Stairs	90.5
5	Electrical Elevator	20.3	-	-	-	Electrical Elevator	20.3
6	-	-	-	-	-	Either side of glass walls and partitions	15
7	-	-	-	-	-	Counter Tops	10
8	Offices, dining rooms, store rooms, floor	322	-	-	-	-	-
9	-	-	-	-	-	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of the cupboards and fans	300
10	-	-	Toilet bowls, floor, wash basin, vanity tops	06	27	-	-
11	-	-	Tiled walls of toilets	01	120	-	-
12	-	-	walls of toilets, windows, doors and ceiling	01	27	-	-
13	-	-	-	-	-	Auditorium	110
First Floor (East Wing)							
1	Outer Corridor	68	-	-	-	Outer Corridor	68
2	-	-	-	-	-	Front face of the building (Lattice Work)	186
3	Stairs	72	-	-	-	Stairs	72
4	-	-	-	-	-	Either side of all glass walls and partitions	76
5	-	-	-	-	-	Counter Tops	05
6	Offices, dining rooms, store rooms, floor	355	-	-	-		

7	-	-	-	-	-	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of the cupboards and fans	403
8	-	-	Toilet bowls, floor, wash basin, vanity tops	06	27	-	-
9	-	-	Tiled walls of toilets	01	68	-	-
10	-	-	walls of toilets, windows, doors and ceiling	01	27	-	-
11	Record room	50	-	-	-	Record room	50
Second floor (East Wing)							
1	Outer corridor and bridge	89	-	-	-	Outer corridor and bridge	89
2	-	-	-	-	-	Front face of the building (Lattice Work)	186
3	Stairs	43	-	-	-	Stairs	43
4	-	-	-	-	-	Either side of all glass walls and partitions	186
5	-	-	-	-	-	Counter Tops	05
6	Offices, dining rooms, store rooms, floor	20	-	-	-	-	-
7	-	-	-	-	-	Offices, dining rooms, store rooms, ceiling, walls, surfaces of the all types of pipes, surfaces of cupboards and fans	30
8	-	-	Toilet bowls, floor, wash basins, vanity mob	06	27	-	-
9	-	-	Tiled walls of toilets	01	38	-	-
10	-	-	Walls of toilets, windows, doors and ceilings	01	27	-	-
Third Floor or Roof (East Wing)							
1	Corridor, lobby and rooms	10	-	-	-	Corridor, lobby and rooms	10
2	The tiling area that exposed to the sky	474	-	-	-	The tiling area that exposed to the sky	474
Total No. of Sweeping & Mopping		5881	Total No. of Shift	48	-	Total No. of Other Works	9628

29. Following facts should be taken in to consideration before bidding.

- Janitors should wear uniforms while on duty.
- Inspection of the building may be arranged with prior appointment.
- List of satisfactorily competed/ ongoing projects in this nature should be attached for the guidance in selection of the suitable contractor.

Bidder response for the specification

	Description	Accepted	Not Accepted	Remarks
1.	<p>Sweep and clean all areas, including office areas, common passages, corridors...etc.. remove all refuse, including the waste paper buckets, refuse should be collected from the tea room and any water collected from air conditioners should be removed.</p> <p>*all collected refuse should be separated and stored in the coloured bins located in each floor. * All non-bio degradable waste should be stored in the particular bins and bio degradable waste should be stored in the skip bucket located outside the building.</p> <p>* Clean & Hoover the carpet areas at least twice a week.</p> <p>* Shampoo the floor carpets once a month and when there are patches.</p> <p>* Wax the floor area, once in two months.</p>			
2.	<p>Sweep and clean two cort yards, car park, drive way, compound etc., throughout the day.</p> <p>* Sweep all road ways and keep roadways clean throughout the day.</p> <p>* Brush & remove all earth on roadways and keep all time dust free.</p> <p>* Clean the external walls of the building and keep always dust free.</p> <p>* Clean lawns and remove waste immediately after each function and keep them waste free all time</p> <p>* Take precautions to prevent animals entering the building.</p> <p>* Uproot and remove any unwanted growth on building walls or boundary walls.</p> <p>* Remove all posters pasted on walls, boundary walls...etc.</p> <p>* Removal of all dead animals if any.</p>			

3.	Dry sweep and damp mop the floor by burnishing, with a recommended detergent the everyday to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.			
4.	Spray air fresheners in all the office rooms at least once a day.			
5.	Burnish and buff all floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.			
6.	Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain dry all the time. Provide hand wash, tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always in good usable condition. Provide air fresheners, soap, toilet paper rolls ...etc. in the toilets where necessary.			
7.	Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door slashes, window slashes, and fanlights in shining condition.			
8.	Clean and keep all walls, ceilings, light fittings, fans, switches etc. always dust free.			
9.	Clean all furniture, glass pads, paper trays, racks and cubicles and keep always dust free.			
10.	Clean all telephones with recommended detergents at least once a day and keep always clean.			
11.	Clean and polish all name boards sign boards, daily to keep in perfect shining condition.			
12.	Wash and iron all cotton door and window curtains once in three months and replace if required.			
13.	All surface drains, gulleys should be kept clean and free of blockages all time.			
14.	Keep clean all gratings at inlets of down pipes and all gutters of the roof top to prevent mosquito breeding sites on the premises.			
15.	Services should be provided all buildings, huts, and shelters within the town hall new building premises.			
16.	In addition to above bidders should adhere to the detail cleaning requirement. Show in specifications and requirements under No.16			
17.	Providing necessary equipment. Detailed list of equipment & material shall be submitted.			
18.	Provide any other services required from time to time for keeping the areas clean.			
19.	Minimum numbers of janitors shall be Twenty Five (25) (12 female and 13 male laborers) and Two (02) supervisors.			
20.	The Town Hall complex function generally from 7.00 a.m. to 7.00 p.m. everyday including working days and			

	holyday, at least one supervisor should be available from 7.00 a.m. to 7.00 p.m. If there is a special meeting held in the Town Hall New building, two janitors and one supervisor should be available until the premises is closed			
21.	Instructions given at any time by the Municipal Secretary should be carried out without hesitation.			
22.	Failure to do any of services mentioned in this contract will lead to a deduction of the proportionate rates according to the Monthly Rate Description for that work from the monthly payment. Absence of any janitors and supervisors will lead to a deduction of the proportionate rates according to the price schedule.			
23.	All labourers & supervisors should be able to perform their duties at satisfactory level.			
24.	Janitors should be mentally and physically fit and should be between ages of 18-60 years.			
25.	Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polish products, etc.) and operational material. All materials use should be eco – friendly.			
26.	Janitors should wear uniforms with the company logo and company ID when they are on duty. Picture of the uniform shall be submitted.			
27.	Inspection of the above premises could be arranged with prior appointment with the Municipal Secretary's Department. (Telephone No.0112691794.)			
28.	Following facts may be taken in to consideration before bidding. <ul style="list-style-type: none"> - Janitors should wear uniforms while on duty. - Inspection of the building may be arranged with prior appointment. - List of satisfactorily competed/ ongoing Projects in this nature should be attached for the guidance in selection of the suitable contractor. 			
29.	The Council shall not be responsible for any Labour disputes that may arise between the service provider and his employees.			
30.	The Council shall not be liable for any claim arising out of death; disability or injury sustained by any person employed, engaged or detailed by the service provider in the course of providing services and the service provider shall indemnify the Council against any such claim, loss, damage or liability.			
31.	The service provider shall agree that the Council shall have the exclusive authority and right to deduct and set off any claim, loss, cost or liability to the Council against monthly payment and/or any payment due to the service provider in terms of agreement.			

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 location:.....

3.5. Number of supervisors janitors allocated for the location:.....

3.6 Janitors are providing with :

Uniform:.....

Company Logo:.....

Identification badges:.....

3.7.Reputed Clients:

State **ten reputed** clients where the service has been provided by your company (Attach List)

3.8.Bidder’s Qualifications

State the following and submit copies of evidence

3.8.1. Name and address of Company, Business Registration Date and Registration Number:

3.8.2. Date of the first service offered at client premises

3.8.3. Number of services offered in each of the two years 2023 & 2024.
.....

I/We agree to accept the conditions requirements mentioned in bid document and overleaf and provide effective service 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)]

