

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

Tel. Nos. 2686389 - 2673173  
Fax No. 2662329

**INVITATION FOR THE BID: BID FOR JANITORIAL SERVICES TO TRAFFIC  
MANAGEMENT UNIT AND MUNICIPAL PREMISES.**

**BID NO** : CPD13/2954/2023

**BID OPENING DATE** : **2024.02.01** **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. Municipal Engineers Department
  - Traffic , Design & Road Safety Division
2. Municipal Secretary's Department
  - Mayor's Center
3. Sports and Recreation Department
  - Kochchikade Community Center & Bodybuilding Center
  - Miltanliyanage Reception Hall

**PART - III**

1. Monthly rates quoted to the providing of janitorial services to **Municipal Engineers Department – Traffic, Design & Road Safety Division**

Quoted Monthly Rate	
<b>Janitors – (02)</b>	Rs.
<b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

.....  
 .....

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

**2. Monthly rates quoted to the providing of janitorial services to Mayors Center - Secretary's Department**

Quoted Monthly Rate <b>Janitors (03)</b> <b>Visiting Supervisor (01)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

.....  
.....

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

**3. Monthly rates quoted to the Providing of Janitorial Services to Kochchikade Community Center & Bodybuilding Center - Sports**

Quoted Monthly Rate <b>Janitors (02)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

.....  
.....

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

**4. Monthly rates quoted to the Providing of Janitorial Services to Miltonliyanage Reception Hall- Sports**

Quoted Monthly Rate <b>Janitors (02)</b>	Rs.
V.A.T. 18%	Rs:
Quoted Monthly Rate With V.A.T.	Rs:
Total Cost for Two years with V.A.T.	Rs:

Total Cost for Two years with Taxes. (in words) :- .....

.....  
.....

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

**Name :**  
**(Block Capitals)**

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

**COLOMBO MUNICIPAL COUNCIL**

**CENTRAL PROCUREMENT DEPARTMENT**

Bidding conditions for regular maintenance and providing janitorial services to Traffic Management Unit and Municipal Premises.

**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 Traffic Management Unit and Municipal Premises 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. Traffic , Design & Road Safety Division - Rs. 40,000.00
2. Mayor's Center - Rs. 80,000.00
3. Sports and Recreation Department - Rs. 50,000.00
  - Kochchikade Community Center & Bodybuilding Center
  - Miltanliyanage Reception Hall
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 Traffic Management Unit and Municipal Premises.**” 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. ....2024 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 – Municipal Engineers Department – Traffic, Design & Road Safety Division

01. Sweep and clean all areas, including common passages, corridors, office room, Burnish and buff all the floor areas, railing and other metallic items to keep them always at perfect shining condition.
02. Sweep and clean car park, drive way compound etc, **throughout the day**.
03. Dry sweep and mop followed by burnishing, the tile floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc. Collect and remove all refuse including those from paper buckets, office room, refuse collected at the tea room.
04. Clean all toilets, including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc, **02 times a day**, disinfect and deodorize with air fresheners daily and maintain them in a dry all the time. Provide tissue rolls & air fresheners to all toilets as required. 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 once a month.
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 furniture, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep always dust free.
08. Clean the telephone , photocopy machine, computers, and printers always dust free.
09. Provide any other services required from time to time for keeping the areas clean.
10. The center functions from 7.30 a.m. to 4.00 p.m. all days of the month including Saturdays.
11. The said company shall ensure that **02 janitors (Female 01/ Male 01)** and **01 visiting supervisor** should attend for janitorial service daily and if any janitor was not report for duty proportionate amount according to the number of person about should be deduct from the monthly invoice.
12. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, etc,) and operational material. All materials should be eco – friendly. Cleaning Material List (such as Broom, mop, detergent, disinfectant) per month shall be attached according to each location requirement. It shall be considered when evaluating.
13. Janitors should not be mentally and physically handicapped persons.
14. Should be ages between 25 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 Works (items 5-9) =  $\frac{\text{Monthly payment} \times 0.1 \times \text{Nonperformance items}}{\text{No. of total dates for month} \times 5}$  (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 Traffic Management Unit Telephone No. 0112674907.

### **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)

.....  
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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.

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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 2022 and 2023. (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 - Mayors Center - Secretary's Department

1. Sweep and clean all areas including office areas, corridors, common passages, etc. and Remove all refuse, including the waste bins/baskets, 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 two court yards, car parks, drive way...etc.
3. All the collected refuse should be separated and stored in the colored bins kept 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.
4. Dry sweep and damp mop followed by burnishing, with a recommended detergent the floor **every day** to remove all the marks, stains...etc. Burnish with a solution of approved detergent **weekly** to remove all scuff marks, stains etc..
5. Spray air fresheners in all the office rooms at least **once a day**.
6. Sweep all the road ways and keep the roadways clean **throughout the day**. Brush & remove all the earth on the roadways and keep at all-time dust free.
7. Clean the external walls of the building and always dust free.
8. Clean the lawns and remove waste immediately after each function and keep it waste free all the time.
9. Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
10. 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 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, towels ...etc. in the toilets where necessary.
11. 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.
12. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.
13. Clean all the furniture, glass pads, paper trays, racks and cubicles and keep always dust free.
14. Clean all the telephones with recommended detergent at least **once a day** and keep always clean.
15. Clean and polish all name boards, sign boards, **daily** to keep in perfect shining condition
16. Wash and iron all the cotton door and window curtains **once in three months** and replace it same.
17. Clean & Hoover the carpet areas at least **twice a week**.
18. Shampoo the floor carpets **once a month** and when there are patches.

19. Wax the floor area and polishing **once a month**. The shining conditions should be maintained all the times without any defects.
20. Garden maintenance including
  - I. Watering flowers
  - II. Cleaning of flower pots
  - III. Sweeping the entire garden
  - IV. pruning of flower plants
21. Uproot and remove any unwanted growth on building walls or boundary walls.
22. Grass cutting should be done **once a month** in the ground area and both sides.
23. Remove all the posters pasted on the walls, boundary walls...etc.
24. All surface drains, galleys to be kept clean and free of blockages all the time.
25. Keep clean all the gratings at the inlets of down pipes and the gutters of the roof top to prevent mosquito breeding sites on the premises.
26. Removal all dead animals if any.
27. Take precautions to prevent animals entering the building.
28. Services should be provided to all the buildings, huts, and shelters within the Mayor's Center.
29. Provide necessary equipment.
30. Provide any other services required from time to time for keeping the areas clean.
31. Minimum numbers of **janitors shall be Three (03) and one (01) supervisor**.
32. Janitors and supervisor should be work from 7.00 a. m. to 7.00 p.m. .
33. If any case one person can covered maximum time up to 7.30 a.m. in the evening up to 7.30 p.m. only Three days for a month.
34. In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.
35. If person is not reporting for their duty 10% of the total amount of the institute will be disentitled.
36. In addition general rules and disciplinary rules applicable to the institute will be applied.
37. Instructions given at any time by Municipal Secretary should be carried out.
38. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.

**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 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****Monthly Rate Description**

No	Activity	Covering percentage for the total cleaning service
1.	Sweep and clean all areas including office areas, corridors, common passages, etc. and Remove all refuse, including the waste bins/baskets, 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 two court yards, car parks, drive way...etc.	
3.	All the collected refuse should be separated and stored in the colored bins kept 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.	
4.	Dry sweep and damp mop followed by burnishing, with a recommended detergent the floor <b>every day</b> to remove all the marks, stains...etc. Burnish with a solution of approved detergent <b>weekly</b> to remove all scuff marks, stains etc..	
5.	Spray air fresheners in all the office rooms at least <b>once a day</b> .	
6.	Sweep all the road ways and keep the roadways clean <b>throughout the day</b> . Brush & remove all the earth on the roadways and keep at all-time dust free.	40
7.	Clean the external walls of the building and always dust free.	
8.	Clean the lawns and remove waste immediately after each function and keep it waste free all the time.	
9.	Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.	
10	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.	
11	Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.	
12	Clean all the furniture, glass pads, paper trays, racks and cubicles and keep always dust free.	
13	Clean all the telephones with recommended detergent at least <b>once a day</b> and keep always clean.	



14	Clean and polish all name boards, sign boards, <b>daily</b> to keep in perfect shining condition	}
15	Wash and iron all the cotton door and window curtains <b>once in three months</b> and replace it same.	
16	Clean & Hoover the carpet areas (Twice a week)	
17	Shampoo the floor carpets (Monthly)	
18	Wax the floor area and polishing <b>once a month</b> . The shining conditions should be maintained all the times without any defects.	}
19	Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. <b>twice a day</b> , disinfect and deodorize daily and maintain dry all the time. Provide 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, towels ...etc. in the toilets where necessary.	
20	Garden maintenance including I. Watering flowers II. Cleaning of flower pots III. Sweeping the entire garden IV. pruning of flower plants	}
21	Uproot and remove any unwanted growth on building walls or boundary walls.	
22	Grass cutting should be done <b>once a month</b> in the ground area and both sides.	
23	remove all posters pasted on the walls, boundary walls etc.	}
24	All surface drains, galley to be kept clean and free of blockages all the time.	
25	Keep clean all the gratings at the inlets of down pipes and the gutters of the roof top to prevent mosquito breeding sites on the premises	
26	Removal all dead animals if any.	
27	Janitors (daily)	30
28	Visiting supervisor (Daily)	05

39. All labourers & supervisors should be able to perform their duties in a of satisfactory level.

40. Janitors should be mentally any physically fit and should be between the ages of 20 - 60 years.

41. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.

42. The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.

43. Following facts may 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 a suitable contractor.

### **Bidder response for the Specification**

No	Activity	Accepted	Not Accepted	Remarks
29	Sweep and clean all areas including office areas, corridors, common passages, etc. and Remove all refuse, including the waste bins/baskets, Refuse should be collected from the tea room and any water collected from air conditioners should be removed			
30	Sweep and clean all areas including two court yards, car parks, drive way...etc.			
31	All the collected refuse should be separated and stored in the colored bins kept 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.			
32	Dry sweep and damp mop followed by burnishing, with a recommended detergent the floor <b>every day</b> to remove all the marks, stains...etc. Burnish with a solution of approved detergent <b>weekly</b> to remove all scuff marks, stains etc..			
33	Spray air fresheners in all the office rooms at least <b>once a day</b> .			
34	Sweep all the road ways and keep the roadways clean <b>throughout the day</b> . Brush & remove all the earth on the roadways and keep at all-time dust free.			
35	Clean the external walls of the building and always dust free.			
36	Clean the lawns and remove waste immediately after each function and keep it waste free all the time.			
37	Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.			
38	Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. <b>twice a day</b> , disinfect and deodorize daily and maintain dry all the time. Provide 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, towels ...etc. in the toilets where necessary.			
39	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.			
40	Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.			

41.	Clean all the furniture, glass pads, paper trays, racks and cubicles and keep always dust free.			
42.	Clean all the telephones with recommended detergent at least <b>once a day</b> and keep always clean.			
43.	Clean and polish all name boards, sign boards, <b>daily</b> to keep in perfect shining condition			
44.	Wash and iron all the cotton door and window curtains <b>once in three months</b> and replace it same.			
45.	Clean & Hoover the carpet areas (Twice a week)			
46.	Shampoo the floor carpets (Monthly)			
47.	Wax the floor area and polishing <b>once a month</b> .The shining conditions should be maintained all the times without any defects.			
48.	Garden maintenance including V. Watering flowers VI. Cleaning of flower pots VII. Sweeping the entire garden VIII. pruning of flower plants			
49.	Uproot and remove any unwanted growth on building walls or boundary walls.			
50.	Grass cutting should be done <b>once a month</b> in the ground area and both sides.			
51.	remove all posters pasted on the walls, boundary walls etc.			
52.	All surface drains, galleys to be kept clean and free of blockages all the time.			
53.	Keep clean all the gratings at the inlets of down pipes and the gutters of the roof top to prevent mosquito breeding sites on the premises			
54.	Removal all dead animals if any.			
55.	Take precautions to prevent animals entering the building.			
56.	Services should be provided to all the buildings, huts, and shelters within the Mayor's Center.			
57.	Provide necessary equipment.			
58.	Provide any other services required from time to time for keeping the areas clean.			
59.	Minimum numbers of <b>janitors shall be (03) Three and one (01) supervisor.</b>			
60.	Janitors and supervisor should be work from 7.00 a. m. to 7.00 p.m.			
61.	If any case one person can covered maximum time up to 7.30 a.m. in the evening up to 7.30 p.m. only three days for a month.			
62.	In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.			
63.	If person is not reporting for their duty 10% of the total amount of the institute will be disentitled.			
64.	In addition general rules and disciplinary rules applicable to the institute will be applied.			
65.	Instructions given at any time by Municipal Secretary should be carried out.			

66	Deduction will be done according to the Monthly Rate Description table and formulas mention in the bid.			
67	All labourers & supervisors should be able to perform their duties in a of satisfactory level.			
68	Janitors should be mentally any physically fit and should be between the ages of 20 - 60 years.			
69	Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.			
70	The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.			
71	Following facts may be taken in to consideration before biding <ul style="list-style-type: none"> <li>➤ Janitors should wear uniforms while on duty.</li> <li>➤ Inspection of the building may be arranged with prior appointment.</li> <li>➤ List of satisfactorily competed/ ongoing Projects in this nature should be attached for the guidance in selection of a suitable contractor</li> </ul>			

1. Inspection of the above premises could be arranged with prior appointment with the Municipal Secretary’s Department at Colombo Municipal Council, Town Hall, Colombo 07. **Tel.0112691794.**

**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: 2022 and 2023.  
(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 – Sport and Recreation Department**

#### **1. Instructions**

- **Kochchikade Community Center & Bodybuilding Center**

- I. All bodybuilding equipment and weight plates should be wiped and cleaned daily and carpeted floors should be swept and cleaned.
- II. Vacuuming the gym twice a month
- III. Daily Cleaning of glass windows and doors.
- IV. Daily morning and evening cleaning of toilets.
- V. As the bodybuilding center is open from 5.00 a.m. to 10.00 p.m. it is preferable for the two janitors to carry out cleaning work under 2 shifts daily and should be engaged in the duties assigned by the officers in charge of the center based on the need of the service.

- **Miltanliyanage Reception Hall**

- I. Daily cleaning of furniture including all chairs and tables and cleaning and restoring of all furniture and equipment after an event.
- II. Daily morning and evening cleaning of toilets
- III. Daily mopping of the tiled area.
- IV. Vacuuming the event hall once a month.
- V. Daily cleaning of glasses.
- VI. Garden Cleaning.
- VII. On the days of night functions, cleaning staff should be on duty till the end of the function and after the function, the reception hall should be cleaned.

#### **2. Minimum number of janitors shall be four (04).**

- Kochchikade Community Center & Bodybuilding Center - 02
- Miltanliyanage Reception Hall - 02

6. Deduction for not coming to work will be made on a daily basis.

7. Deduction will be done according to the Monthly rate Description table and formulas (Table 1-3) mention in the bid.

8. The said service provider shall ensure, that four (04) should attend for janitorial services daily and janitor 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) =  $\frac{\text{Monthly Payment} \times 0.15 \times \text{Total no.of absent days for month}}{\text{No. of total dates for Month}}$  sweeping
- 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 (Twice a day) =  $\frac{\text{Monthly Payment} \times 0.15 \times \text{Frequency of shifts of non-cleaning toilets}}{\text{No. of total dates} \times \text{Frequency of shifts of cleaning toilets}}$
- XIX. 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%

3. Inspection of the above premises could be arranged with prior appointment with the Head Office at 79, 2<sup>nd</sup> Floor, Super Market Complex, Baddegama Wmalawansa Himi Mawatha, Maradana, Colombo 10. **Tel.0112695599**

**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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**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 service commenced.

.....

3.8.c. Number of services offered in each of the two years: 2022 and 2023.

(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)]

