

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173

Fax No. 2662329

INVITATION FOR THE BIDS: BIDS FOR PROVIDING OF ATTENDANT SERVICES FOR BONA VISTA MULTIPURPOSE COMMUNITY DEVELOPMENT CENTER.

BIDS NO : CPD13/3024/2024

BIDS OPENING DATE : 2025.03.20 TIME: 10.00 A.M.

PART - I
(For office use only)

NAME OF THE FIRM

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

DATE:
SIGNATURE OF ISSUING OFFICER

PART - II

(To be filled by the Tenderer/ Bidder)

1. **NAME OF THE FIRM:**
2. **BUSINESS ADDRESS:**
3. **TELEPHONE NUMBERS:**
(LAND AND MOBILE NO.)
4. **BUSINESS REGISTRATION NO:**.....
5. **BANK & TENDER/ BID SECURITY NO:**
6. **TENDER/ BID SECURITY AMOUNT:**
7. **I.VAT REGISTRATION: YES /NO**
II. IF VAT REGISTERED VAT NO:.....

PART - III

CONDITIONS AND REQUIREMENTS FOR PROVIDING REGULAR ATTENDANT SERVICES TO BONAVIDA MULTIPURPOSE COMMUNITY DEVELOPMENT CENTER

1. General Terms and Conditions

The Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, invites Tender/ Bids to provide regular Attendant Services to the **Bonavista Multipurpose Community Development Center** under the terms and conditions given below.

01. Prospective Tenderer/ Bidders should have excellent experience and track record in providing Attendant Services 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 commencement date.
03. The successful Tenderer/ Bidder should provide the Attendant Services from a date fixed by the Commissioner, Colombo Municipal Council, Town Hall, Colombo 07, even at short notice.
04. The successful contractor 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. Tenders should be forwarded in Original with Duplicate. Both copies of the tender shall be signed and sealed by the Tenderer and enclose in separate envelopes and seal, each **shall be marked “ORIGINAL” & “DUPLICATE”** and the **Name of the Tendered**, Item and Closing Date: and Address to the **“Municipal Commissioner” Colombo Municipal Council, Town Hall, Colombo 07**. Thereafter Both ORIGINAL and DUPLICATE should be enclosed to one envelop and sealed AND mark the Name of tendering item to be supplied on top left hand corner and closing Date and Address to Municipal Commissioner, Colombo Municipal Council, Town hall, Colombo 07.
06. Tenderer’s Name and Address should not be written on each envelop. That any words, mark or other references on the cover or envelop, identifying the name of the tenderer with change the tender to be invalid. The duly perfected tenders should be deposited in the **Tender Box** kept in the **Municipal Secretary’s Department**, Town Hall, Colombo 07, before closing as per time and date, published in the press Notice.
07. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
08. The Municipal Commissioner reserves the right to terminate the contract at any time for unsatisfactory execution of the Attendant Services.

09. A Tender/ Bid Security for the value equivalent to **Rs.200,000/- 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 150 days from the date of closing of the Tender/ Bid should be submitted along with the Tender/ Bid. Tender/ Bid price is 24 times the monthly price. Tender/ Bid Securities issued by insurance firms will not be accepted. Tender/ Bids not accompanying the required Tender/ Bid security will be rejected. The format of the Tender/Bid Security is attached in Annexure 01.
10. Tenderers whose tenders are over Rs. 5.0 Million should submit PCA (3) after registration with the Public Contract Registrar.
11. 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.
12. The Successful Tenderer/ Bidder will be required to **execute an agreement** with the Colombo Municipal Council for the satisfactory provision of services. Agreement charges are as follows.

Professional fees recovered in the year 2024		
Value of the Agreement		Charges + vat
0 - 500,000		10,000/=
500,001 - 1,000,000		15,000 /=
1,000,001 - 3,000,000		20,000 /=
3,000,001 - 5,000,000		25,000 /=
5,000,001 - 7,500,000		37,500 /=
7,500,001 - 10,000,000		50,000 /=
10,000,001 - 15,000,000		75,000 /=
15,000,001 - 20,000,000		100,000 /=
20,000,001 - 25,000,000		125,000 /=
25,000,001 - 35,000,000		140,000 /=
35,000,001 - 45,000,000		180,000 /=
45,000,001 - 55,000,000		220,000 /=
55,000,001 - 65,000,000		260,000 /=
65,000,001 - 75,000,000		300,000 /=
75,000,001 - 100,000,000		350,000 /=
100,000,001 - 125,000,000		375,000 /=
125,000,001 - 150,000,000		450,000 /=
150,000,001 - 1,75,000,000		525,000 /=
175,000,001 - 200,000,000		600,000 /=
200,000,001 - 250,000,000		625,000 /=
250,000,001 - 300,000,000		750,000 /=
300,000,001 - 400,000,000		1,000,000 /=
400,000,001 - 500,000,000		1,250,000 /=
500,000,001 - 1,000,000,000		2,000,000 /=
1,000,000,001 - 1,500,000,000		3,000,000 /=
1,500,000,001 - 2,000,000,000		4,000,000 /=
2,000,000,001 - 3,000,000,000		4,500,000 /=
3,000,000,001 - 4,000,000,000		6,000,000 /=
4,000,000,000 - 5,000,000,000		7,500,000 /=
5,000,000,001 - 10,000,000,000		10,000,000/=

13. Tenderer/ Bidders shall submit following additional documents with their Tender/ Bids.
 - i. Business/company registration certificate - when submitting the company registration, it shall be the full document with the memorandum of articles.
 - ii. Following financial statements of the Tenderer/ Bidder, certified (as true copies) by a Chartered Accountant or the Audit firm shall be submitted to comply with the financial specifications.
 - * 2021/2022
 - * 2022/2023
 - * 2023/2024
 - iii. All the other certificates described in Tender/ Bid Document.
14. The successful Tenderer/ Bidder shall submit an on demand performance guarantee in the standard format from a bank acceptable to Colombo Municipal Council, for **the value equivalent to 5% of two year contract price and valid until 28 days from the end of the contract period.** The performance guarantee format is attached in Annexure 02.
15. No advance payment will be made by the Colombo Municipal Council and the 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. Evaluating the service provided/ performance of the service provider, the payment will be certified by an officer of the Public Assistance Department. All the payments are made by the online system of the Colombo Municipal Council. Bank details shall be submitted in the attached format (Annexure 03) and a certified bank statement copy (the Name & Account Number is sufficient) shall be submitted along with the document.
16. Contractor should submit PCA (4) certificate issued by the public contract registrar when claim payment.
17. The rate quoted in the Tender/ 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 component should be shown separately.
18. The decision of the Council on the Tender/ Bids received shall be final and conclusive and the Council reserves the full right to accept or reject any or all the Tender/ Bids without giving reasons whatsoever.
19. **"Tender/ Bid for Attendant Services to Bonavista Multipurpose Community Development Center"** shall be written on the top left-hand corner of the sealed envelope which contains the Tender/ Bid.
20. Tender/ Bids in duplicate should be placed in the Tender/ Bid Box of the Secretary's Department at Town Hall, Colombo 07 before 10.00 hrs. **2025.03.20** Tender/ Bids sent by post will be rejected. Tender/ Bids received after the closing time will be rejected.
21. 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/-.

PART - IV**2. Conditions and Requirements**

1. Service shift

1.1 . Bonavista Multipurpose Center - 7.00 a.m. to 7.00 p.m. – Day time

Attendants (Female) Supervisor (Female)

10

01

In terms of the Section 2 (A) of the First part of the Employment of Women, Young Persons and Children Act, women workers shall be employed subject to a maximum of twelve (12) hours of service.

2. The Service Provider and attendants shall adhere to the following departmental rules and bidder response for the conditions/ requirements.

Sr. No.	Item	Rules / Conditions	Accepted / Not Accepted
		Medium of Children with Special Needs	
01.	Age	Women shall be between the ages of 18-55 years.	
.02	Educational Qualifications	Shall have passed the Grade-8.	
03.	Vocational Qualifications	<ul style="list-style-type: none"> • Shall have gained training on working with children with special needs. (It is sufficient if it is certified by the concerned institution.) • Shall have at least one year service experience on children with special needs. 	
04.	Attendance	<ul style="list-style-type: none"> • After reporting for work, it is not possible to leave the workplace for personal reasons. • Shall remain at work place during working hours. • If any attendant does not report for the duty, the Service Provider shall responsible to employ another attendant for the said day instead. • An amount will be deducted from the monthly wages of an absentee proportionally, and 30% fine will be charged from the amount deducted for of non-attendance. • It is requested to confirm the arrival and departure of all the workers to and from the workplace by using a finger scanner / attendance register. <p>All attendants including the Supervising Officer shall perform duties at the Center for Children with Special Needs.</p>	

05.	Identity	<ul style="list-style-type: none"> • The Service Provider shall submit bio-data of the attendants who are serving at the center, to the head office. • Shall dress in the uniform provided by the Service Provider and the office identity card during the working hours. • Shall produce proof documents of identity whenever requested by the department. 	
06.	Conduct	<ul style="list-style-type: none"> • Child abuse, whether mental or physical, is a severely punishable offence. (If such facts are disclosed, they will be dismissed from the service without notice and action will be taken to blacklist the institution. • Shall be pleasant, polite and friendly in interacting with children. • Shall be friendly in interacting with the parents of the children. • Since this center is a place where there are children with special needs, you should always be concerned and responsible. • Photographs or videos of children should not be taken and outsiders should also be prevented from doing so. • Children's privacy should be protected. • Phones can be used only on mealtimes during the working hours. • Only the workers' rest room should be used during breaks (lunch and tea) and the break should be taken in a manner that does not interfere with the work of the institution. 	
07.	General	<ul style="list-style-type: none"> • Personal contact should not be maintained with outsiders visiting the premises. • Shall perform the duties in cooperation with all officers and workers of the institution. • The office equipment and other properties in the premises should be handled in such a way that they are not damaged and should be used them safely. • The monetary value of damages caused by negligence is subject to recovery. • Shall cooperate with the staff of other service providers (cleaning / security) in the premises. • Shall properly support in the programs and functions held for the children in the institution. 	

3. The Attendants shall perform the following duties in a diligent, efficient and, willingness manner and the Supervising Officer shall ensure that the said duties are performed by them properly and bidder response for the duties.

Bonavista Development Center for Children with Special Needs	Accepted / Not Accepted
Preparing children's meals cleanly and on time in accordance with the recipe assigned by the institution and giving the relevant support.	
Feeding the children, giving drinking water them and cleaning the children properly after having the meals. Providing boiled water for children to drink.	
Cleaning the dishes used by the children and place them properly.	
Administration of medicines to children correctly as per doctor's prescription.	
Keeping the kitchen clean and tidy, cleaning and properly using the utensils and storing them safely.	
Storing all food items brought to the institution so that they are not damaged.	
Sun drying of children's sports equipment, activity tools, pillows, mattresses, bedding, and placement of them clean and orderly.	
Cleaning children, cleaning the children removing their feces when they excrete, bathing them and washing their clothes.	
Carrying out relevant activities for the children based on the recommended therapeutic treatments and instructions given in the classroom activities for the children.	
Participating with the children when they are presented for activities conducted in external institutions.	
Providing necessary support to officials coming from the office.	
Accompanying the children in cases such as hospital admissions when the children are sick, and staying there until the mother or guardian arrives.	
Be sure to stay and supervise the children when they are playing outside on the playground, when they are in the playroom, when they are receiving therapy, when they are having their meals, when they are sleeping and when they are using the gym.	
If there are of changes in children, it is required to report to the relevant officials immediately.	

4. The duty shall be performed in accordance with the existing health guidelines and the tenderer shall provide the necessary sanitary materials for the said purpose.
5. You shall perform the duties assigned by the Charity Commissioner, Assistant Charity Commissioner, Registrar, Administrative Officer, Staff Assistant and Officer-in-charge according to the circumstances.
6. In addition, you shall perform duty in accordance with the circulars issued by the Colombo Municipal Council or the Public Assistance Department from time to time based on service exigencies and shall adhere to the existing rules and regulations.

7. If need to clarify more information visit the premises by prior appointment with Public Assistance Department before submit the tender. Tel. 011-2679620

PART - V

Monthly rates quoted to the Providing of Attendant Services to **Bonavista Multipurpose Community Development Center.**

	Price Rs:
Quoted Monthly Price	Rs:
V.A.T. 18%	Rs:
Quoted Monthly Price 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):-

.....

	Price Rs:
Daily Salary for an Attendant	Rs:
Daily Salary for a Supervisor	RS:

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

PART - VI

3. TENDER/ BID FORMAT

Please state the following.

3.1. Number of Personnel’s on role in the Organization:

3.2. Number of Attendants in the organization:.....

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

3.4. Number of full time Attendants allocated for this tender/ Bid:.....

3.5. Number of Permanent Supervisors allocated

3.6. Attendants are provided with;

Uniforms:

Company logo:

3.7. Reputed Clients

State at least four reputed clients where the service has been provided by your company. (A list should be attached. All current clients should be included)

.....
.....

3.8. Tenderer/ 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 provided.

.....

3.8.c. Number of services offered in each of years: 2022, 2023 and 2024.

(Please submit the list)

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

3.8. d. Agree to provide the service according to the shifts provided in the Tender/ Bid.

.....

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

Signature -

Name of the Person -

Designation -

Date -

(Seal of the Firm)

Annexure 01

Tender/ Bid Security

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

.....*[insert issuing agency’s name, and address of issuing branch or office]*

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

Date:*[issuing date]*

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

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

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

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

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

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

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

[Signature of authorized representative(s)]

Annexure 02

Performance Guarantee

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

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

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

Date: -----

PERFORMANCE GUARANTEE No.: -----

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

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

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

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

[signature(s)]

