

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT

Tel. Nos. 2686389 - 2673173
 Fax No. 2662329

**INVITATION FOR THE BIDS :BIDS FOR JANITORIAL SERVICES TO COLOMBO CITY
 LIMIT MUNICIPAL PREMISES – 2021 (01) – 10 Locations.**

BIDS NO : CPD16/30/2021

BIDS OPENING DATE : **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:**
9. **CONTACT DETAILS OF CEO/MD/ PROPRIETOR :.....**
TEL :..... Email :.....

List of Location

1. 1.1 Fire Service Department Head Office
1.2 Wellawatte Training Centre.
2. Suduwella Main Stores
3. Old Town Hall
4. New Town Hall & Millennium Center
5. Municipal Workshop
6. Thimbrigasyaya Municipal Dispensary
7. Vajira Road Municipal Dispensary
8. Forbes Lane Municipal Dispensary
9. Home For the Aged & Home for the Children at Battaramulla
10. Public Toilet at Old Town Hall

PART - III**1.1 Yearly rates quoted to the Providing of Janitorial Services to Fire Service Department Head Office.**

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

1.2 Yearly rates quoted to the Providing of Janitorial Services to Fire Service Department - Wellawatte Training Centre.

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

2. Yearly rates quoted to the Providing of Janitorial Services to **Suduwella Main Stores.**

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

3. Yearly rates quoted to the Providing of Janitorial Services to **Old Town Hall**.

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

4. Yearly rates quoted to the Providing of Janitorial Services to **New Ton Hall & Millennium Center.**

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

05. Yearly rates quoted to the Providing of Janitorial Services to **Municipal workshop.**

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

06. Yearly rates quoted to the Providing of Janitorial Services to **Thimbirigasyaya Municipal Dispensary.**

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

07. Yearly rates quoted to the Providing of Janitorial Services to Vajira Road Municipal Dispensary.

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

08. Yearly rates quoted to the Providing of Janitorial Services to Forbes Lane Municipal Dispensary.

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

09. Yearly rates quoted to the Providing of Janitorial Services to Home for the Aged & Home for the Children at Battaramulla.

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

** Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.*

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

10. Yearly rates quoted to the Providing of Janitorial Services to public Toilet at Old Town Hall.

	Daily Rate	Per Year (Daily Rate x 365)
Quoted Rate without VAT	Rs:	Rs:
V.A.T. 08%		Rs:
Total cost for the year With V.A.T.		Rs:
Total Cost for Two years with V.A.T.		Rs:

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

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

Name :
(Block Capitals)

Address :

WITNESSES :-

01. Signature :

Name :

Address :

02. Signature :

Name :

Address :

PART - IV
COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT

Bidding conditions for regular maintenance and providing Janitorial services to Colombo City Limit Municipal Premises – 2021 – 01 (10 Locations).

1.GENERAL TERMS AND CONDITIONS:

The Commissioner, Colombo Municipal Council, Town hall, Colombo 07, invites sealed Bids to provide regular Janitorial Services to the Colombo City Limit 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 commencement date.
03. **Each location have a separate Specification.**
04. **Bidder can bid for one or more locations or all locations.**
05. 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.
06. 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.
07. Offers should be submitted in Original with Duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
08. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
09. **The Municipal Council/ Municipal Commissioner reserves the right to terminate each contract at any time for unsatisfactory execution of the Janitorial Services.**
10. A bid security **from a** recognized Bank in Sri Lanka **acceptable to Colombo Municipal Council**, valid for **180days** from the date of closing of the bid should be submitted with the bid document. **Bid security amount 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. **When the bidder provide one Bid security for all locations, it shall mention the amounts separately for each location.** Bid Security format is attached herewith (Annexure 01).

1. 1 Fire Service Department Head Office	.-Rs. 60,000.00
2 Wellawatte Training Centre – Fire Service Department	- Rs. 30,000.00
2. Suduwella main Stores	- Rs. 30,000.00
3. Old Town Hall	- Rs. 80,000.00
4. New Town Hall & Millennium Center	- Rs. 80,000.00
5. Municipal Workshop	- Rs. 30,000.00
6. Thimbirigasyaya Municipal Dispensary	- Rs. 15,000.00
7. Vajira Road Municipal Dispensary	- Rs. 15,000.00
8. Forbes Lane Municipal Dispensary	- Rs. 15,000.00
9. Home For the Aged & Home for the Children at Battaramulla	- Rs.300,000.00
10. Public Toilet at Old Town Hall	- Rs.100,000.00

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 for each location with the Colombo Municipal Council for the satisfactory provision of services.
01. The successful bidder shall submit a performance guarantee from a bank acceptable Colombo Municipal Council, for the **equivalent 10% of two years contract price (without VAT) and valid until a date 31 days from the end of the contract period for each bid**. Performance guarantee format is attached herewith (Annexure 02).
13. **I. All the payments will be done monthly basis and consider total days as 365 per year. when calculating Monthly rate calculate as follows.**

$$\frac{\text{Total cost for the year without VAT}}{12}$$

II. Total cost for the year with VAT amount in Price Schedule should be tally with the amount, that multiplied Grand Total per month with VAT by 12 in monthly rate Description. If not reject the Bid.
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. All the payments done by online system of the Payment Department. Bank details shall be submitted in attached format (annexure 03) and certified bank statement copy (mentioned the Name & Account Number is enough) shall be submitted along with the document.
15. 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. 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.
17. “ **Bids for Janitorial Services to Colombo City Limit Municipal Premises 2021- 01 (10 Locations)**” shall be written on the top left hand corner of the sealed envelope which contains the bid.
18. 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. bids sent by post will be rejected. bids received after the closing time will be rejected.
19. Alternative Bids will be rejected.
20. 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/-.
21. When a janitor or supervisor is absent, If it is not specially mentioned in each location’s specification, th absentee’s per day salary will be reduced.

1.1 Specifications and Requirements –Headquarters of Fire Service Department..

1. Sweep and clean all areas and remove all refuse, including those from waste paper 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 lawns, gardens, car park, drive way compound etc. twice a day.
3. Dry sweep and damp mop followed by brushing, the floor every day to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks, Photocopy Machines, Fax machines, Printers and keep surfaces always dust free.
8. Clean all the sections & Dormitories of Firemen, Motormen, first class firemen, leading firemen & section officers Barracks, all the Sections & areas of new building, all the sections & areas of Administrative building, all the vehicle yard areas, all the garden areas.
9. 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.
10. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
11. Wax the floor area once in two months.
12. Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.
13. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
14. cleaning of surface drains and cleaning of gulley.
15. Instructions given at any time by Chief Fire Officer Should be carried out.
16. Provide any other services required from time to time to keep the premises and surrounding areas clean.
17. Minimum number of janitors shall be Four (04) should be 03 male and 01 Female and one (01) Supervisor.

18. The minimum daily working hours for Janitors employment will be ten hours from **7.30 a.m. to 5.30 p.m.** on all working days of the weekend on Saturdays, Sundays, Poya Days and Public Holidays.
19. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
20. He / She should not be residing and from the surrounding area.
21. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
22. If and when necessary pre and post arrangements to be carried out at the location, during functions.
23. Services should be provided to all the buildings, shelters and other structures within the premises.
24. Janitors should wear uniforms and identity card when on duty.
25. Inspection of the above premises could be arranged with prior appointment with the Head Office at T. B. JayahMawatha, Colombo 10. **Tel.0112686087.**

Monthly Rate Description - Headquarters of Fire Service Department.

No	Activity	Units	Quantity	Per month Rate
1.	Sweeping/Floor area – - Indoor (Daily)	Sq. Ft.	15,000	
2.	Sweeping/Floor area – Outdoor (Daily)	Sq. Ft.	10,000	
3.	Mopping. Floor area – - Indoor (Daily)	Sq. Ft.	9,000	
4.	Cleaning the toilets and Spraying air fresheners to Toilets (Twice a day)	Nos.	13	
5.	Cleaning doors, Windows, fanlights, partitions...etc. (daily)	Sq. Ft.	6,000	
6.	Cleaning Ceiling Fans (Monthly)	Nos.	60	
7.	Cleaning Furniture (daily)	Nos.		
8.	Clean all the sections & Domettries of Firemen, Motormen, first class firemen, leading firemen & section officers Barracks, all the Sections & areas of new building, all the sections & areas of Administrative building (Daily)	Sq.ft.		
9.	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.			
10.	clean and polish all name boards and sign boards (monthly)	Nos.		
11.	Wax & Polish the floor area (once in two months)	Sq.ft.	7,000	
12.	washing, cleaning and ironing the curtains and vertical blinds (once in three months)	Sq. Ft.		
13.	Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof (Once a week)	Nos.		
14.	cleaning of surface drains and cleaning of gulley (Daily)	Sq. Ft.		
15.	Janitor – female (Daily)	Nos.	01	
16.	Janitors - Male (Daily)	Nos.	03	
17.	Supervisor (Daily)	Nos.	01	
		Total monthly rate		Rs.
		8% VAT		Rs.
		Grand Total		Rs.

1.2 Specifications and Requirements – Training center , wellawatte of Fire Service Department.

1. Sweep and clean all the areas including office areas, auditorium, lecture halls, Corridors, common passages.
2. Sweep and clean out side areas(vehicle yards, demonstration grounds and lawns.etc.) everyday.
3. Dry sweep and damp mop followed by burnishing with recommended agents the floor **every day** to remove all marks, stains etc. Burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.
4. Clean the external walls of the building and keep always dust free.
5. Clean Lawns, vehicle yard demonstration grounds and remove waste immediately **after each and every training programme** and function and keep the place waste free all the time.
6. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, if there any training function 3 times 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 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 the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
9. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free. Clean all the telephones with recommended detergent and keep always clean.
10. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
11. Wax the floor area **once in two months**.
12. Services should be provided to all the buildings, shelters and other structures within the premises.
13. Provide any other services required from time to time to keep the premises and surrounding areas clean.
14. Minimum number of janitors shall be two (02) should be male and female and one (01) Visiting Supervisor.
15. The minimum daily working hours for Janitors employment will be ten hours from **7.30 a.m. to 5.30 p.m.** on all working days of the week and on Saturdays, Sundays, Poya Days and Public Holidays
16. Instructions given at any time by Chief Fire Officer Should be carried out.
17. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
18. Inspection of the above premises could be arranged with prior appointment with the Head Office at T. B. Jayah Mawatha, Colombo 10. **Tel.0112686087.**

Monthly Rate Description - Training center , wellawatte of Fire Service Department.

No	Activity	Units	Quantity	Rate Per Month (Rs.)
1.	Sweeping/Floor area – - Indoor (Daily)	Sq. Ft.	9250	
2.	Sweeping/Floor area – Outdoor (Daily)	Sq. Ft.	3750	
3.	Mopping. Floor area – - Indoor (Daily)	Sq. Ft.	8000	
4.	Clean External Wall of the Building (Monthly)	Sq. ft.	3000	
5.	Clean Lawns, vehicle yard demonstration grounds and remove waste immediately after each and every training programme and function.			
6.	Cleaning the toilets and Spraying air fresheners to Toilets (Twice a day)	Nos.	10	
7.	Cleaning doors, Windows, fanlights, partitions... etc. (daily)	Sq. Ft.	5000	
8.	Cleaning Ceiling Fans (Monthly)	Nos.	20	
9.	Cleaning Furniture (daily)	Nos.	20	
10.	clean and polish all name boards and sign boards (monthly)	Nos.		
11.	Wax the floor area (once in two months)	Sq.ft.	8000	
12.	Janitor – female (Daily)	Nos.	01	
13.	Janitors - Male (Daily)	Nos.	01	
14.	Visiting Supervisor (Daily)	Nos.	01	
		Total monthly rate		Rs.
		8% VAT		Rs.
		Grand Total		Rs.

2. SPECIFICATIONS AND REQUIREMENTS – Suduwella Main Stores.

01. Sweep and clean Office all areas and Office Rooms, Stores areas **One a day** remove all refuse, waste paper baskets,
02. Dust in all material storage area should be cleaned by **twice a week** using vacuum cleaner at suduwella main stores .
03. Clean all Three (03) toilets including floors using suitable detergents, wall tiles, urinals, bidets, squatting pans and before 8.30 am and 2.00 pm every working days and Saturdays, clean commodes, wash basins **Twice a day**. Provide tissue rolls, hand wash to all Three (03) toilets as required. Maintain the flushing and draining systems always keeping them in good usable condition.
04. Clean all doors and windows, mirrors, all plain glasses in door and window sashes using detergents.
05. Clean and keep all the walls, switches, ceiling fans etc. always clean and dust free.
06. Clean all the furniture, Machines, glass pads, paper trays, racks and keep surfaces always dust free.
07. Wash and iron all window curtains once in six months.

08. Provide any other services required from time to time to keep the Office areas and Office rooms clean.
09. Minimum number of janitors shall be one (01) Female and One (01) Male with one (01) visiting supervisor.
10. The Main Stores functions from 8.30 a.m to 4.15 p.m on all working days of the week & Saturdays.
11. The janitor should be mentally, physically fit and should be between the ages of 25-55 years.
12. All Cleaning equipment's, tissue rolls and detergents should be provided by the bidder.
13. Janitors should wear uniforms and identity card when on duty.
14. The said service provider shall ensure, that Janitors (female - 01/ Male - 01)and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the price Schedule.

Monthly Rate Description - Suduwella Main Stores

No	Activity	Units	Quantity	Per month rate Rs.
1.	Sweeping/Floor area – - Indoor (Daily)	Sq. Ft.	10440	
2.	Sweeping/Floor area – Outdoor (material storage area) (Daily)	Sq. Ft.	8692	
3.	Cleaning the toilets and Spraying air fresheners to Toilets (Twice a day)	Nos.	03	
4.	Cleaning doors, Windows, fanlights, partitions... etc. (weekly)	Nos.	20	
5.	Cleaning of ceiling fans, telephones and etc. (monthly)	Nos.		
6.	Clean Furniture & Telephones (Daily)	Nos.	15	
7.	Wash and iron all the cotton door and window curtains once in three months and dry clean satin door and window curtains once in six months.	02 room	02 Set	
8.	Janitors	Nos.	02	
9.	Visiting Supervisor	Nos.	01	
			Total for month	
			VAT 8%	
			Grand Total for Month	

3. SPECIFICATIONS AND REQUIREMENTS – OLD TOWN HALL

1. Sweep and clean all areas including Office areas, corridors, common passages, ...etc. and Remove all refuse, including the waste paper 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, Museum items, 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 apply red polish **once in two months**.
20. Uproot and remove any unwanted growth on building walls or boundary walls.
21. Remove all the posters pasted on the walls, boundary walls...etc.
22. All surface drains, galleys to be kept clean and free of blockages all the time.
23. 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.
24. Removal all dead animals if any.

25. Take precautions to prevent animals entering the building.
26. Services should be provided to all the buildings, huts, and shelters within the town premises
27. Provide necessary equipment. Constantly placing a polishing machine with accessories.
28. Provide any other services required from time to time for keeping the areas clean.
29. Minimum numbers of janitors shall be 07 and 01 Supervisor. (04 female, 3 male & 01 Supervisor).
30. Janitors and Supervisor should be work from 6.30 a. m. to 6.30 p.m. on all days of the month including Saturdays, Sundays, Poya days, and Public Holidays. if there is a special meeting & festival held in the Old town hall two male janitors should be available until the premises is closed.
31. When approved special festivals are held by the premises 12 hours normal working shift (6.30 a. m. to 6.30 p.m.) can be changed by Old town hall care taker due to service requirement. 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.
32. In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.
33. In addition general rules and disciplinary rules applicable to the institute will be applied.
34. Instructions given at any time by Municipal Secretary should be carried out.
35. Deduction will be done according to the deduction measuring details table and formulas mentioned in the bid.
36. All Labourers & supervisors should be able to perform their duties in a of satisfactory level.
37. Janitors should be mentally and physically fit and should be between the ages of 18-55 years.
38. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.
39. The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.
40. Following facts may be taken in to consideration before biding
 - 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.
 - guidance in selection of a suitable contractor.

Monthly Rate Description – Old Town Hall

No	Activity	Units	Quantity	Per Month Rate Rs.
1.	Sweeping/Floor area – - Indoor (Daily)	Sq. Ft.	22510	
2.	Sweeping/Floor area – Outdoor (Daily)	Sq. Ft.	9060	
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. (Daily)			
4.	Mopping. Floor area – - Indoor (Daily)	Sq. Ft.	22510	
5.	Spraying air fresheners in all the office rooms (Daily)	Nos.	5	
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. (Daily)	Sq. Ft.		
7.	Cleaning External walls of the building			
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.	Sq. Ft.		
10.	Cleaning the toilets and Spraying air fresheners to Toilets (Twice a day)	Nos.	4	
11.	Cleaning doors, Windows, fanlights, partitions... etc. (Monthly)	Sq. Ft.	1534	
12.	Cleaning of ceiling fans etc. (Monthly)	Nos.	20	
13.	Clean the Furniture (Daily)	Nos.	244	
14.	Clean all the telephones with recommended detergent. (Daily)	Nos.	3	
15.	Polish the Name board (Monthly)	Nos.	4	
16.	Wash and iron all the cotton door and window curtains (once in six months)	Sq. Ft.	361	
17.	Clean & Hoover the carpet areas. (Twice a week)	Sq. Ft.		
18.	Shampoo the floor carpets (Monthly)	Sq.Ft.		
19.	Wax the floor area and polishing (red). (Monthly)	Sq.Ft.	14150	
20.	Uproot and remove any unwanted growth on building walls or boundary walls. (Monthly)			
21.	remove all posters pasted on the walls, boundary walls etc. (Daily)			
22.	Clean the drains and gulley's (Daily)	Sq. ft. Nos.	220	
23.	Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof (Weekly)	Sq. Ft.	10	
24.	Janitors – - Female	Nos.	04	
25.	Janitors – - Male	Nos.	03	
26.	Supervisor	Nos.	01	
			Total for month	
			VAT 8%	
			Grand Total for Month	

4. Specifications and Requirements – New Town Hall & millennium Center.

1. Sweep and clean all areas including Office areas, corridors, common passages, ...etc. and Remove all refuse, including the waste paper 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 lawn, gardens, car parks, drive way, Compound...etc. **twice a day.**
3. Dry sweep and damp mop followed by burnishing, the granite floor with a recommended detergent the **every day** to remove all the marks, stains...etc. Burnish with a solution of approved detergent weekly to remove all scuff marks, stains etc.. Apply heavy duty floor polisher as required.
4. 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.
5. 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.
6. Spray air fresheners in all the office rooms at least **once a day.**
7. Clean the external walls of the building and always dust free.
8. 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.
9. Clean and keep all the walls, ceilings, light fittings, fans, light switches, air conditioners, refrigerators, radio and television etc. always dust free.
10. Clean all the furniture & Fittings, glass pads, paper trays, racks, cupboards, cabinets and cubicles, beds, bookshelves, book almirahs, books, sculpture wooden stage, etc. keep always dust free.
11. 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 for courtyard area.
12. Clean and polish all name boards, sign boards, **daily** to keep in perfect shining condition.
13. Wash and iron all the cotton door and window curtains **once in three months** and replace it same.
14. Keep clean all the gratings at the inlets of down pipes and keep clean gutters of the roof top and slab area to prevent mosquito breeding sites on the premises.
15. All surface drains, galleys to be kept clean and free of blockages all the time.
16. Clean & Hoover the carpet areas at least **twice a week.**
17. Shampoo the floor carpets **once a month** and when there are patches and Hoover during the normal daily cleaning.

18. Wax the floor area **once in two months** including parquet area.
19. Uproot and remove any unwanted growth on building walls or boundary walls.
20. Remove all the posters pasted on the walls, boundary walls...etc.
21. Removal all dead animals if any.
22. Take precautions to prevent animals entering the building.
23. Services should be provided to all the buildings, huts, and shelters lying inside the premises of the new town hall & Millennium Center.
24. Provide necessary equipment.
25. Provide any other services required from time to time for keeping the areas clean.
26. Minimum numbers of janitors shall be 07 and 01 Supervisor.
27. Janitors and Supervisor should be work from 7.00 a. m. to 7.00 p.m. on all days of the month including Saturdays, Sundays, Poya days, and Public Holidays. if there is a special meeting & festival held in the Old town hall two Janitors should be available until the premises is closed.
28. When approved special festivals are held by the premises 12 hours normal working shift (7.00a.m. to 7.00 p.m.) can be changed by New town hall care taker due to service requirement. 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.
29. In case of delay of more than half hour, that person will be disentitled for half a day's of his/her salary.
30. In addition general rules and disciplinary rules applicable to the institute will be applied.
31. Instructions given at any time by Municipal Secretary should be carried out.
32. Deduction will be done according to the deduction measuring details table and formulas mentioned in the bid.
33. All Labourers & supervisors should be able to perform their duties in a of satisfactory level.
34. Janitors should be mentally and physically fit and should be between the ages of 18-55 years.
35. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.
36. The responsibility of damages recovery related to taps, bathroom items should be assumed to the contractor for the immediate replacement.
37. Following facts may be taken in to consideration before biding
 - 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.
- guidance in selection of a suitable contractor.

Monthly Rate Description – New Town Hall & Millennium Center

No	Activity	Units	Quantity	Per Monthly Rate Rs.
1.	Sweeping/Floor area – - Indoor (Daily)	Sq. Ft.	7970	
2.	Sweeping/Floor area – Outdoor (Twice a day)	Sq. Ft.	27815	
3.	Mopping. Floor area – - Indoor (Daily)	Sq. Ft.	7750	
4.	Burnish and buff all the floor areas, skirting handrails, kerbs etc. and other bronze and metallic items (Monthly)	Nos.	10	
5.	Cleaning the toilets and Spraying air fresheners to Toilets (Twice a day)	Nos.	07	
6.	Spraying air fresheners in all the office rooms (Daily)	Nos.	8	
7.	Cleaning External walls of the building (Daily)	Sq. Ft.	15700	
8.	Cleaning doors, Windows, fanlights, partitions... etc. (weekly)	Sq. Ft.	6470	
9.	Cleaning of ceiling fans... etc. (Monthly)	Nos.	15	
10.	Clean all the furniture & Fittings, glass pads, paper trays, racks, cupboards, cabinets and cubicles, beds, bookshelves, book almirahs, books, sculpture wooden stage, etc (Daily)	Nos.	745	
11.	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 for courtyard area.	Sq. Ft.	10400	
12.	Polish the Name board (Monthly)	Nos.	3	
13.	Wash and iron all the cotton door and window curtains (once in Six months)	Sq. Ft.	20480	
14.	Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof (Weekly)	Sq. Ft.		
15.	Clean the drains and gulley's (Daily)			
16.	Clean & Hoover the carpet areas. (Twice a week)	Sq. Ft.		
17.	Shampoo the floor carpets (Monthly)	Sq.Ft.		
18.	Wax the floor area and polishing. (Once in two months)	Sq.Ft.		
19.	Uproot and remove any unwanted growth on building walls or boundary walls.			
20.	remove all posters pasted on the walls, boundary walls etc.			
21.	Janitors –	Nos.	07	
22.	Supervisor	Nos.	01	
Total for month				
VAT 8%				
Grand Total for Month				

05. Specifications and Requirements – Municipal Work Shop

1. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **thrice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide Hand wash, tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
2. Provide any other services required from time to time to keep the premises and surrounding areas clean.
3. Minimum number of janitors shall be Two (02).
4. The workshop functions from 7.30 a.m. to 4.30 p.m. on all working days of the week and on Saturdays.
5. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
6. All Cleaning equipment and detergents should be provided by the bidder.
7. If and when necessary pre and post arrangements to be carried out at the location, during functions.
8. Janitors should wear uniforms and identity card when on duty.
9. Deduction for performance and absentees will be made according to the Monthly Rate Description table on a daily basis.
10. He / She should not be residing and from the surrounding area.
11. Inspection of the above premises could be arranged with prior appointment with the Workshop office, at 175, T.B. Jayah Mawatha, Colombo 10. **Tel.0112695569, 0112695718.**

Monthly Rate Description – Municipal Work Shop

No	Duty Points	Units	Quantity	Per Month rate
1.	Cleaning the toilets (Thrice a day) - Main Office	Nos.	03	
2.	Cleaning the toilets (Thrice a day) – Behind the Canteen	Nos.	08	
3.	Cleaning the toilets (Thrice a day) – Garage new Building	Nos.	08	
4.	Cleaning the toilets (Thrice a day) –Electric Building Electrical up/ Down Floor	Nos.	02	
5.	Cleaning the toilets (Thrice a day) – Black Smith/ Tinkering Section	Nos.	01	
6.	Cleaning the toilets (Thrice a day) –Auto Electrical Section Engineer office (Upper Floor)	Nos.	01	
7.	Cleaning the toilets (Thrice a day) – Vehicle Electric Section	Nos.	01	
8.	Cleaning the toilets (Thrice a day) –Paint Shop	Nos.	04	
9.	Cleaning the toilets (Thrice a day) – Solid Waste Garage (Vehicle Repair)	Nos.	03	
10.	Cleaning the toilets (Thrice a day) - Solid Waste Garage (Vehicle Repair) Engineer Office	Nos.	02	
11.	Cleaning the toilets (Thrice a day) – Mechanical Engineer Painting/ Tinkering Office	Nos.	02	
12.	Cleaning the toilets (Thrice a day) – Carpenter Shop	Nos.	02	
13.	Cleaning the toilets (Thrice a day) – New Toilet Complex	Nos.	07	
14.	Janitor (Daily)	Nos.	02	
Total monthly rate Rs:				
8% VAT Rs:				
Grand Total Rs:				

6. Specifications and Requirements – Thimbirigasyaya Municipal Dispensary

Premises

1. Sweep and clean all areas and remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. 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 lawns, gardens, car park, drive way compound etc. **twice a day**. 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.
3. Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
9. Wash and iron all the cotton door and window curtains **once in three months** and dry clean satin door and window curtains **once in six months**.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, 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 consider when evaluating.
13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor per day.

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week. Cleaning Should be done before 7.30 a.m. first time and second time should be done about 12.30 p.m.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipments and detergents should be provided by the bidder.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitor should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. The said service provider shall ensure, that 01 Labourer and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deducted from the monthly invoice.

Monthly Rate Description – Thimbirigasyaya Municipal Dispensary

No	Activity	Units	Quantity	Per Month rate
1.	Sweeping/Floor area – Indoor (Daily)	S.ft	1172	
2.	Sweeping/Floor area – Outdoor (Twice a day)	S.ft	3331	
3.	Mopping. Floor area – Indoor (Daily)	S.ft	1172	
4.	Cleaning the toilets (Twice a day)	Nos.	3	
5.	Cleaning doors, Windows, fanlights and etc. (Daily)	Nos.	17	
6.	Cleaning of fans etc. (weekly)	Nos.	8	
7.	Clean all the furniture & telephones (Daily)	Nos.		
8.	Polish the name boards (Monthly)	Nos.		
9.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	Nos.	20	
10.	Keep clean all the gutters of the roof. (weekly)	Nos.		
11.	Janitor (Daily)	Nos.	01	
12.	Visiting Supervisor (Daily)	Nos.	01	
Total monthly rate Rs:				
8% VAT Rs:				
Grand Total Rs:				

22. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

7. Specifications and Requirements – Vajira Road Municipal Dispensary Premises

1. Sweep and clean all areas and remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. 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 lawns, gardens, car park, drive way compound etc. **twice a day**. 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.
3. Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
9. Wash and iron all the cotton door and window curtains **once in three months** and dry clean satin door and window curtains **once in six months**.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, 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 consider when evaluating.
13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor per day.

14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week. Cleaning Should be done before 7.30 a.m. first time and second time should be done about 12.30 p.m.
15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipments and detergents should be provided by the bidder.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitor should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. The said service provider shall ensure, that 01 Labourer and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Monthly Rate Description – Vajira Road Municipal Dispensary

No	Activity	Units	Quantity	Per Month rate
1.	Sweeping/Floor area – Indoor (Daily)	S.ft	1537	
2.	Sweeping/Floor area – Outdoor (Twice a day)	S.ft	1037	
3.	Mopping. Floor area – Indoor (Daily)	S.ft	1387	
4.	Cleaning the toilets (Twice a day)	Nos.	2	
5.	Cleaning doors, Windows, fanlights and etc. (Daily)	Nos.	23	
6.	Cleaning of fans etc. (weekly)	Nos.	6	
7.	Clean all the furniture, telephones (Daily)	Nos.		
8.	Polish the name boards (Monthly)	Nos.		
9.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	Nos.	16	
10.	Keep clean all the gutters of the roof. (weekly)	Nos.		
11.	Janitor (Daily)	Nos.	01	
12.	Visiting Supervisor (Daily)	Nos.	01	
Total monthly rate Rs:				
8% VAT Rs:				
Grand Total Rs:				

22. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

8. Specifications and Requirements – Forbes Lane Municipal Dispensary Premises

1. Sweep and clean all areas and remove all refuse, including those from waste paper baskets, Medical Officers/ Pharmacists rooms and the dressing room areas. 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 lawns, gardens, car park, drive way compound etc. **twice a day**. 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.
3. Dry sweep and damp mop followed by brushing, the floor **every day** to remove all marks, stains etc. brushings should be done with a solution of a approved detergent weekly to remove all scuff marks, stains etc. Apply heavy duty floor polish as directed. Brush and buff all the floor areas, skirting, handrails, kerbs etc. and other bronze and metallic items to keep them always in perfect shining condition.
4. Clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. **twice a day**, disinfect and deodorize daily and maintain them in a dry state all the time. Provide tissue rolls and air fresheners to all toilets as required. Maintain the flushing and draining systems always keeping them in a good usable condition.
5. Clean all doors and windows, fanlights, frames, panels etc. and keep all mirrors, all plain glasses in door sashes, window sashes, and fanlights in shining condition.
6. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
7. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
8. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
9. Wash and iron all the cotton door and window curtains **once in three months** and dry clean satin door and window curtains **once in six months**.
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof. Clean roof, gutters and prevent mosquito breeding sites on the premises.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, 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 consider when evaluating.
13. Minimum number of janitors shall be one (01) with one (01) visiting supervisor per day.
14. The dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the week. Cleaning Should be done before 7.30 a.m. first time and second time should be done about 12.30 p.m.

15. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipments and detergents should be provided by the bidder.
18. If and when necessary pre and post arrangements to be carried out at the location, during functions.
19. Janitor should wear uniforms and identity card when on duty.
20. Should attach a service time table.
21. The said service provider shall ensure, that 01 Labourer and 01 Visiting Supervisor should attend for janitorial services daily and janitor/visiting supervisor does not report for duty proportionate amount according to the number of persons absent should be deleted from the monthly invoice as follows.

Monthly Rate Description – Forbes Lane Municipal Dispensary

No	Activity	Units	Quantity	Per Month rate
1.	Sweeping/Floor area – Indoor (Daily)	S.ft	1150	
2.	Sweeping/Floor area – Outdoor (Twice a day)	S.ft	2810	
3.	Mopping. Floor area – Indoor (Daily)	S.ft	1000	
4.	Cleaning the toilets (Twice a day)	Nos.	03	
5.	Cleaning doors, Windows, fanlights and etc. (Daily)	Nos.	26	
6.	Cleaning of fans etc. (weekly)	Nos.	10	
7.	Clean all the furniture, telephones (Daily)	Nos.		
8.	Polish the name boards (Monthly)	Nos.		
9.	Wash and iron all the door and window curtains (within 3 month) and dry clean satin door and window curtains.(within 6 month)	Nos.	15	
10.	Keep clean all the gutters of the roof. (weekly)	Nos.		
11.	Janitor (Daily)	Nos.	01	
12.	Visiting Supervisor (Daily)	Nos.	01	
Total monthly rate Rs:				
8% VAT Rs:				
Grand Total Rs:				

22. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

9. Specifications and Requirements – Home for the aged & Home for the children at Battaramulla

1. Shift	<u>Female</u>	<u>Male</u>	<u>Supervisor</u>
Day Shift – 7.00 a.m. to 7.00 p.m.	07	05	01
Night Shift – 7.00 p.m. to 7.00 a.m.	04	03	01

When the Charity Commissioner decides that an employee should be terminated for any misconduct or other allegation during the period of service, his service should be terminated.

2. Janitors should be mentally, physically fit and female janitors should bellow 55 and Male Janitors should bellow 60years.
3. All employees must remain in the workplace for the entire period of service prescribed, and must wear the appropriate uniform and an identity card issued by their organization during office hours.
4. When employing male janitors, the continuous shift should not exceed 36 hours and for Female Janitors the continuous shift should not exceed 12 hours.
5. All employee must accurately sign their arrival and departure.
6. Toilets and wards should be cleaned, and the environment around the building should be kept clean and tidy on a daily basis
7. Janitors should cooperate with the staff of other service (Attendant Service, Security Service) providers in this Institution.
8. Buildings, equipment, and other property at the Home for the aged & Home for the Children at Battaramulla should be protected and used safely.
9. Duties assigned by the Superintendent and Wardens time to time should be done by janitors.
10. In addition, the Colombo Municipal Council or the Department of Public Assistance should act in accordance with the circulars issued from time to time as required and comply with existing tax laws
11. Staff should adhere to the prevailing health regulations of the country.

Monthly Rate Description – Home for the Aged & Home for the Children at Battaramulla.

No	Activity	Units	Quantity	Per Month rate
1.	Sweeping/Floor area – Indoor	S.ft	40,000	
2.	Sweeping/Floor area – Outdoor	S.ft	160,000	
3.	Mopping. Floor area – Indoor	S.ft	33,500	
4.	Cleaning the toilets & Bathroom and Spraying air fresheners to toilet & Bathroom (Twice a day)	Nos.	Toilet – 43 Bathroom - 27	
5.	Cleaning doors, Windows, fanlights and etc. (Daily)	S.ft.	3,800	
6.	Clean all the furniture (Daily)	Nos.		
7.	Cleaning of fans (Monthly)	Nos.	75	
8.	Cleaning telephones, photocopy & Fax (Daily Weekly)	Nos.	06	
9.	Polish the name boards (Monthly)	Nos.	01	
10.	Wash and iron all the door and window curtains (within 6 month) and dry clean satin door and window curtains.(within 6 month)	S. ft.	1000	
11.	Keep cleaning surface drains.	S. ft.	3,800	
12.	Janitor – Male (Janitors)	Nos.	08	
13.	Janitor – Female (Janitors)		11	
14.	Supervisor (Daily)	Nos.	02	
Total monthly rate Rs:				
8% VAT Rs:				
Grand Total Rs:				

23. Inspection of the above premises could be arranged with prior appointment with the Head Office at 104, Sir James Peiris Mawatha, Colombo 02. **Tel.0112329196 and 0112327217.**

10. Specifications and Requirements –CLEANING, MAINTENANCE SERVICE FOR PUBLIC IN OLD TOWNHALL PREMISES

BACKGROUND, SPECIFICATIONS & REQUIREMENTS

1. Work

CMC has proposed and now already Constructed 08 numbers of public toilets in the high standard level to serve the majority of floating population and communities in the city of Colombo. This toilet block is constructing under the Colombo Municipal council.

The Works consists of cleaning and maintenance of the public toilets which includes all janitorial service, security & safety of the toilets and maintenance work such as replacement of bulbs, sanitary fittings, water fitting, doors & door locks, rectifying water leaks, communicate with utility agencies in the case of service interruption.

2. Contract Period

Contract period will be 24 months from the date of handing over the toilets by Colombo Municipal Council.

3. Electricity & Water bills

Electricity and water bills of the toilets be paid by Colombo Municipal Council.

4. Contractor's Obligation

4.1 Sequence of Cleaning

4.1.1 General cleaning should be carried out daily. It should follow a Systematic sequence to avoid areas. Which were previously cleaned from becoming wet and solid again before the cleaning process is completed.

4.1.2The general cleaning should be divided in to spot and through cleaning. Spot cleaning refers to the process whereby only specific areas are cleaned (i.e. those that are soiled) Through cleaning refers to the cleaning of the entire toilet and is usually Carried out twice a day.

4.1.3The sequence of cleaning should follow this checklist.

- a) Replace all expendable supplies.
- b) Pick up litter and sweep floor
- c) Clean And sanitize commodes and urinals
- d) Clean mirrors and polish all bright work
- e) Spot-clean walls, ledges, vents and partitions
- f) Wet-mop floors and ensure dry floor
- g) Keep toilet illuminated/replace burnt bulbs
- h) Display any warning signs where necessary indicating wet floors

4.1.4 An inspection card with above checklist should be used in the supervising and monitoring of the daily maintenance of the toilet. This card should be placed at the back of the entrance door to the toilet. These checks shall be done at least thrice a day Specially during the peak hours. Supervisor should check and sign the after each inspection.

4.1.5 The timing and frequency of cleaning should be determined by the crowd flow. Cleaning should be done more often during peak hours and less during off-peak hours. Frequency of cleaning is usually determined by expectation and standard of maintenance required by CMC. That is all parts of the toilet should be kept clean and in a conducive environment for users throughout the operational hours. High quality chemicals, disinfectants scents/air fresheners as described below;

Wall/ Floor (ceramic, granite and marble tiles)	Use natural-based cleaners or disinfectants. Do not use acid- based cleaners on marble
Glass/ Mirror	Use ammonia or natural based cleaners
Sanitary Wares	Use disinfection cleaners
Stainless steel/ Chrome	Use stainless steel/ Chrome polish
Plastic/PVC	Use ammonia or natural based cleaners
Toilet Bowls	Use disinfectant or mild abrasive liquid cleaners

4.1.6 Properly trained and certified toilet cleaners should be employed to perform the task Minimum number of janitors shall be four (04, Female – 02, Male – 02) with one (01) visiting supervisor. Well trained supervisors with the right knowledge and skills should also be employed to effectively supervise the cleaners. Instructions in simple form should be displayed for proper use of toilet.

4.1.7 The bidder shall ensure that above number of janitors and supervisor attend the janitorial service daily and if any janitor was not report for duty proportionate amount according to the number of person should n/be deleted from the monthly invoice as follows.

Absence of one janitor- **Rs 1200/-** Per day

4.1.8 Different Equipment for different joints corners, as well as different disinfectants, should be used in the cleaning of Different sanitary wares and fittings. Different equipment's such as mops should be used for urinals/Commodes/Squatting pans, wash basins, walls and floors. All equipment should be kept clean after each use.

4.2 The Successful bidder shall keep public toilets in a clean and sanitary condition strictly confirmed to the rules and by laws of Colombo Municipal Council. For Health and Sanitation at all times of the period of Operation and maintenance,

4.3 The Successful bidder shall follow proper cleaning procedure as per the schedules as follows;

Item	Activity	Frequency
Floor	Hand scrub, Wash & mop to ensure removal of soil keep the dry condition	Daily
Wall	hand scrub, wash to ensure removal of soil from grouting	Fortnightly
Wash Basins	Scrub with scrubbing pad to remove Stubborn stains	Daily
Toilet Bowls & Urinals, Water Closets, Commodes	Scrub with scrubbing pad to remove stubborn stains scrub beneath rim to ensure removal of yellow stains	Daily
Glass/Mirror	Wipe clean to remove dusts	Weekly
Soap Dispenser	Dismantle and check/Clear Chokes	Weekly
Exhaust pans	Wipe clean to remove dusts	Weekly

4.4 Washroom inspection card will be issued by the Colombo Municipal Council. Representatives of Municipal Secretary Department shall make frequent visits to these Toilets. Each Time when visited, the performances of the contractor are judged and if unsatisfactory as per wash room inspection card a penalty of Rs.2000.00 will be charged from the contractor for each inspection.

4.5 The Successful bidder shall maintain a log book for each toilet locations. This log book shall always be available at each toilet locations for log entries and if the log book is not available for log entries and reference, a penalty of Rs.5000.00 will be charged from the contractor for each inspection.

4.6 The Successful bidder shall keep all of his belonging such as equipment. Tools, Materials etc. in a place provided for such purpose so that such items are not visible to Users.

4.7 The Successful bidder shall inform Municipal Secretary for any damages happen to any part of the toilet so that it can be rectified. Colombo Municipal Council Will Rectify the same.

4.8 The Successful bidder shall not do any structural alterations or additions to public toilets.

4.9 The Successful bidder shall not sublet the public toilets ta any person for maintenance & Operation.

4.10 The Successful bidder shall not use public toilets for any residential purpose or storage.

4.11 The Successful bidder shall not use or not allow anybody to use the public toilet for any illegal/unauthorized activities.

4.12 The Successful bidder shall hand over the possession of the public toilet in the same state as at the commencement of the contract in case of termination of contract or at the end of the period of the contract. Reasonable wear and tear may be accepted.

4.13 Toilets shall be kept opened from 7.00 A.M to 8.00 P.M every day. These opening times shall vary from time to time and day change of time is to be decided by Municipal Secretary of Colombo Municipal Council, the Contractor shall not be paid any full or partial losses occurred in such cases.

4.14 The Successful bidder is fully responsible for the security and safety of each toilet locations within the whole period of contract.

4.15 The Successful bidder's staff at these toilets shall cooperate with the users very politely and cordially.

4.16 Only ladies shall be employed for ladies section of each public toilet for works.

4.17 The Contractor shall allow respective Caretaker of Old Town hall or Medical Officer of health or their staff or any others authorized officer to inspect the public Toilet during the contract period. Caretaker of Old Town hall shall submit a monthly Report to Municipal Secretary regarding the condition of each toilet and Performances Of the contractor in each toilet.

4.18 Colombo Municipal Council shall have the right to terminate the Contract in Case of breach of any conditions laid herein.

4.19 The Selected bidder will not be allowed whatsoever to execute any other work Or business in the toilet locations and should not allow any person/ party to reserve Any toilet.

4.20 The Successful bidder will be responsible to ensure that their employees will be courteous and obliging to ensure proper behaviour and will be responsible to ensure Above effectively, however council will keep on records such complaints in future Reference and to disqualify for future bids of this nature.

Annexure 01

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]

BID SECURITY No.:[...]

We have been informed that[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated [date] (hereinafter called "the Bid") for the supply of [insert name of service] under Bid No..... ("Bid number"). Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the 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 Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Bid document and conditions of the General Terms and Conditions; or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of 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 Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the 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 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)]

