

**COLOMBO MUNICIPAL COUNCIL**

**CENTRAL PROCUREMENT DEPARTMENT**

Tel. Nos. 2686389 - 2673173

Fax No. 2662329

**INVITATION FOR THE BIDS : BIDS FOR PROVIDING OPERATION OF CAFETERIA AT VIHARAMAHADEVI PARK.**

**BIDS NO : CPD13/50/2024**

**BIDS OPENING DATE : 21.03.2024 TIME: 10.00 A.M.**

**PART - I**  
(For office use only)

NAME OF THE FIRM .....

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

DATE: .....

.....  
SIGNATURE OF ISSUING OFFICER

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**PART - II**  
(To be filled by the Bidder)

1. NAME OF THE BIDDER: .....
2. BUSINESS ADDRESS: .....
3. TELEPHONE NUMBERS: .....
4. BUSINESS REGISTRATION NO:.....
5. BANK & BID BOND NO: .....
6. BID BOND AMOUNT: .....
7. I.VAT REGISTRATION :YES /NO
- II. IF VAT REGISTERED VAT NO:.....

**PART - III**Price Schedule for Providing **Operation of Cafeteria at Viharamahadevi Park**

<b>Description</b>	<b>Rate (Rs.)</b>
Monthly rental to be Paid to C. M. C. for the Operation of Cafeteria	
Rental per Year	
Rental Per Two Years	
Add V.A.T. 18%	
<b>Grand Total for two years including Taxes</b>	

Total Cost for Two years with V.A.T. (in words) :- .....

.....

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

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

**Address :**

**WITNESSES :-**

**01. Signature :**

**Name :**

**Address :**

**02. Signature :**

**Name :**

**Address :**

**COLOMBO MUNICIPAL COUNCIL**  
**MUNICIPAL ENGINEER'S DEPARTMENT**  
**Conditions of Bid**  
**Operation of Cafeteria at Viaharamahadevi Park.**

1. Bids must be in duplicate on the prescribed form which will be supplied by Procurement Department on payment of Rs. 5,900/- per set. Conditions, schedules ( if any), any specifications (if any ) will also be supplied. Bids without duplicate will not be considered. Any variations between the original and duplicate may disqualify the particular bid. All Alternations must be signed by applicant.
2. A refundable deposit of Rs. 25,000/- should be paid to the Municipal Treasurer in cash and the deposit receipt must be attached to the Bid.
3. The Bid amount should be entered in figures and repeated in words. Any discrepancy in words and figures or any omissions in the proper competition of the bid may result in rejection.
4. The Council will not consider any bid which is incomplete or which does, not fully confirm to the conditions of bid.
5. The Council does not bind itself to accept the highest or any bid and reserves the right without question of rejecting any or all bids and the right of accepting any portion of a bid.
6. “ **Bids for Operation of Cafeteria at Viharamahadevi Park** ” shall be written on the top left hand corner of the sealed envelope which contains the bid.
7. 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. 21.03.2024 bids sent by post will and rejected. Bids received after the closing time will be rejected.
8. Bids will close at the time fixed in the bid notice and will be opened immediately thereafter where bidders may be present.

9. The successful tenderer/bidder should enter into an agreement with Colombo Municipal Council. Agreement charges are as follows.

Agreement Amount	Legal Charges for agreement (Successful tenderer/bidder should be paid)
With No Amount	Rs. 15,000/-
Rs. 0 to Rs. 500,000/-	Rs. 10,000/-
Rs. 500,001/- to 1,000,000/-	Rs. 15,000/-
Rs. 1,000,001/- to Rs. 5,000,000/-	Rs. 20,000/-
Rs. 5,000,001/- to Rs. 10,000,000/-	Rs. 30,000/-
Rs. 10,000,001/- to Rs. 50,000,000/-	Rs. 75,000/-
Rs. 50,000,001/- or Above	0.5% of total value

10. The contract is valid for 2 years from the date of commencement.
11. The successful bidder should make a security deposit of Rs 100,000/- as surety for the due and satisfactory discharge and for the punctual performance of the contract. This money is fundable at the end of the contract.
12. The successful bidder would be held responsible for any damage to the electrical fittings and fixtures. Taps. Sinks. Main switches, fans, lights etc. and other apparatus of the cafeteria block and hand them over to the Council when the contract is over. The Cost of the damage caused (if any) shall be paid by the contractor.
13. A price list of all articles available for sale should be displayed in a permanent place inside the cafeteria.
14. No alterations or additions shall be made to the existing building. No Construction work is permitted within the premises.
15. The successful bidder shall pay bills to the respective authority for the consumption of electricity, water and other utility, services during the period of this agreement.
16. The bidder shall sell only hygienically prepared food, drinks at the canteen sake of any alcoholic spirits at the said canteen premises in strictly prohibited,
17. The following instructions should be strictly observed in order to maintain high standard of hygiene.
- I. Inside and outside, including the surroundings of the cafeteria should be cleaned regularly.
  - II. Particular attention should be paid on the cleanliness of the Kitchen and Kitchen utensils.
  - III. It should be ensured that the employees of the cafeteria do not suffer from any skin disease or other illness.

- IV. The staff should wear aprons at all times of duty and refrain from unhygienic practices.
  - V. Tables should be cleaned properly every time after use.
  - VI. Cups, plates and cutlery etc. should be cleaned with particular attention (make sure that broken or damaged cups and plates are not used).
  - VII. Tongs should be used in serving short eats and sweets etc.
  - VIII. Extreme care should be taken in preparation of food and to prevent stale contaminated food being served.
  - IX. The member of the cafeteria staff should have pleasing personality and be courteous to the customers.
18. Permission will not be granted for any person or employee to reside at the premises.
  19. The Cafeteria shall be kept open from 6.30 a.m. to 6.30 p.m. on all days of the week and any change of business hours would be notified by the Engineer. The Cafeteria shall not close on any day unless permission is granted by Engineer.
  20. The council shall not be responsible for any prosecution with regard to sale of unhygienic food in the canteen by the bid & their employees.
  21. The Cafeteria may be subject to inspection without prior notice by Chief Medical Officer of Health or Municipal Engineer or another authorized representative or any other officer authorized to do so by the Municipal Commissioner.
  22. All payments for each month must be paid in advance on or before the 03<sup>rd</sup> day of each month.
  23. National ID No of persons intended to employ should be provided.
  24. Contract may be cancelled and terminated without notice for violation of any of the conditions.
  25. The successful bidder should obtain all licenses required by the Council or by Government in carrying out the business.
  26. The Council shall not be responsible for any labor disputes that arise and the Council should be indemnified against all losses, damages, expenses and charges.
  27. The successful bidder shall hand over the building on termination or at the end of the period of the contract; the contract shall be for a period of two years.
  28. The successful bidder is required to pay any taxes informed by the government.

Municipal Commissioner  
Colombo Municipal council

**Part IV**  
**Bid for the commissioning of the cafeteria at Viharamahadevi Park.**

**Application from:**

Having read the terms and conditions applicable to above bid we herein submit our bid form

1. Registered Name of the bidder :
2. Registration Number (Please attach :  
Photocopy of the Business Registration)
3. The Documents Pertaining to the :  
Performance and Potential Capacity  
of the Catering Services (Please  
attach Certified Photocopies)
4. The Documents Pertaining to the :  
present, post Experience in Catering  
Services (Please attach Certified  
Photocopies)
5. (a) Address of the Head Office of :  
the bidder and its Tel. No.
- (b) Address of any branch office :  
With Telephone Nos. if any
6. VAT file number and amounts of :  
B. T. T. paid during the past 3 years  
(Photocopies in Support  
of the documents/Payments  
should be attached)
7. Is the Audited Balance sheet of the :  
Company available for the Past 3  
years Please attach Photocopies)

10. Details of the presently engaged in the Cafeteria Services.

<b>Name &amp; address of the Institute</b>	<b>Period of Contract</b> <b>From</b> <b>To</b>

11. Details of the Contracts handled in the Past

<b>Name &amp; address of the Institute to which the service rendered</b>	<b>Period of Contract</b> <b>From</b> <b>To</b>

**Operation of Cafeteria at Viharamahadevi Park.  
PART V**

**COMMISSIONING OF THE CAFETERIA AT VIHARAMAHADEVI PARK.  
Terms and conditions**

1. The operator should be selected by open bid.
2. Restaurant should be kept open from 7 am to 6 pm.
3. All the food preparation should be carried out outside the park & cooking not allowed inside the park.
4. All the indoor and outdoor furniture should be provided by the operator with the consultation of the architect.
5. Contract period is two years.
6. All the bill for utility services (such as water, electricity and telephone) (should be settled during the time of operation).
7. To allow CMC authorized officials to visit and inspect the condition of the cafeteria during the time of operation.
8. To keep and maintain the premises clean and sanitary status in strict conformity with the rules and laws of CMC.
9. No alternation or additions shall be done to the premises.
10. Upgrading of any services, permission should be obtained by the architect or engineer
11. To pay sum of Rs.100.000/- as a refundable security deposit which will be refunded after the contract period, if there is no unsettled bills or damages
12. Any minor repairs less than Rs.5,000/- to be borne by the operator
13. Collection of garbage and janitorial services should be carried out by the operator



14. Any types of liquor are not allowed to sell or use within the cafeteria.
15. Any outsiders other than registered workers are not allowed to stay over night
16. Breach of any conditions stipulated above will lead to terminate the contract with prior notice.
17. Catering services cannot be sublet to any other party.

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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 :**