

**COLOMBO MUNICIPAL COUNCIL**

**CENTRAL PROCUREMENT DEPARTMENT**

Tel. Nos. 2686389 - 2673173

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**INVITATION FOR THE TENDER/ BIDS :TENDER/ BIDS FOR JANITORIAL SERVICES TO  
COLOMBO MUNICIPAL CITY LIMIT PREMISES – 2022 (2)**

**TENDER/ BIDS NO : CPD13/440/2022**

**TENDER/ BIDS OPENING DATE : 07.07.2022 TIME: 10.00 A.M.**

**PLACE : Town Hall, Colombo 07.**

**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:** .....

**4. BUSINESS REGISTRATION NO:** .....

**5. BANK & TENDER/ BID SECURITY NO:** .....

**6. TENDER/ BID SECURITY AMOUNT:** .....

**7. VAT REGISTRATION : YES /NO**

**8. VAT REGISTRATION NO:** .....

**9. Name and contact number of person who working as responsible person of executive**

**level/ Manager:** .....

.....

**Locations list**

1. Mutwal South Dispensary – Health Curative Department
2. St. Mary's Reception Hall & Community Hall – Playground Department

**PART - III**

1. Yearly rates quoted to the Providing of Janitorial Services to **Mutwal South Dispensary premises.**

|                                      | Per Year<br>(Daily Rate x 365) |
|--------------------------------------|--------------------------------|
| <b>Janitors (01)</b>                 | Rs:                            |
| <b>Visiting Supervisor (01)</b>      | Rs:                            |
| Quoted Rate without VAT              | Rs:                            |
| V.A.T. 12%                           | 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) :- .....

.....

.....

.....

**SIGNATURE OF TENDERER/ 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 **St. Mary’s Reception Hall & Community Hall – Playground Department**

|                                      | Per Year<br>(Daily Rate x 365) |
|--------------------------------------|--------------------------------|
| <b>Janitors (08)</b>                 | Rs:                            |
| <b>Supervisor (01)</b>               | Rs:                            |
| Quoted Rate without VAT              | Rs:                            |
| V.A.T. 12%                           | 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) :- .....

.....

.....

.....

**SIGNATURE OF TENDERER/ 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**

Tendering/ Biding conditions for regular maintenance and providing Janitorial services to **Colombo City Limit Municipal Premises 2022 (2)**.

**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. Bidder can bid for one or more locations or all locations.**
04. 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.
05. 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.
06. Offers should be submitted in Original with Duplicate on forms issued by the Chief Accountant (Procurement), Colombo Municipal Council, Town Hall, Colombo 07.
07. Contractor shall be responsible to supply all necessary equipment and materials at his own cost.
08. **The Municipal Council/ Municipal Commissioner reserve the right to terminate each contract at any time for unsatisfactory execution of the Janitorial Services.**
09. A bid security **from a** recognized Bank in Sri Lanka **acceptable to Colombo Municipal Council**, valid for **150days** 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 provides one Bid security for all locations, it shall mention the amounts separately for each location.** Bid Security format is attached herewith (annexure 01).
 

|   |   |     |           |
|---|---|-----|-----------|
| a. Mutwal South Dispensary – Health Curative Department | - | Rs. | 15,000.00 |
| b. St. Mary’s Reception Hall & Community Hall           | - | Rs. | 90,000.00 |
11. Contractor shall take every precaution 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.
13. The successful bidder shall submit a performance securities from a bank acceptable Colombo Municipal Council, for the **equivalent 10% of two years contract price (without VAT) and valid until 28 days from the end of the contract period for each bid.** Performance

Guarantee format is attached herewith (annexure 02).

14. **I. All the payments will be done monthly basis and consider total days as 365 per year. when calculating Monthly rate calculate as follows.**

**Total cost for the year without VAT**

12

15. No advance payment will be made by the Colombo Municipal Council. Payment will be made monthly and deduction for the non – performance / inadequate provision of service according to the specifications and Requirements. 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.
16. 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.
17. The decision of the Council on the offers received shall be final and conclusive and the Council reserves the full right to accept or reject any or all the offers without giving reasons what so ever.
18. “ **Bids for Janitorial Services to Colombo City Limit Municipal Premises 2022- 02**” shall be written on the top left hand corner of the sealed envelope which contains the bid.
19. Bids in Original with Duplicate should be placed in the Tender Box (Bid Box) of the Municipal Secretary’s Department at Town Hall, Colombo 07 before 10.00 hrs. 07.07.2022. bids sent by post will be rejected. Bids received after the closing time will be rejected.
20. Alternative Bids will be rejected.
21. Under the extraordinary gazette No 1530/13 dated 01<sup>st</sup> January 2008; all payments above Rs.25, 000/- will be subjected to a stamp duty of Rs.25/-.

## Specifications and Requirements

### *1. Specifications and Requirements – Mutwal South Dispensary premises*

01. 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.
02. 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.
03. 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.
04. 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.
05. 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.
06. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always clean and dust free.
07. Clean all the furniture, glass pads, paper trays, racks and keep surfaces always dust free.
08. Clean and polish all name boards, sign boards, **monthly** to keep in perfect shining condition.
09. 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. All employees must accurately record their arrival and departure.
16. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
17. He / She should not be residing and from the surrounding area.
18. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
19. If and when necessary pre and post arrangements to be carried out at the location, during functions.
20. Janitor should wear uniforms and identity card when on duty.
21. Bidder should attach a service time table.
22. Janitors & Visiting Supervisor are required to perform their duties subject to health guidance (e.g. wearing masks etc.) regarding the control of Covid 19.
23. Should provide the necessary assistance in the running of the institution subject to the health guidance issued from time to time in relation to the control of the epidemic – Covid 19.
24. 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.**

## **2. Specifications and Requirements – St. Mary’s Reception Hall & Community Hall – Playground Department**

### **Body Building Center & Garden**

1. All bodybuilding equipment and weights should be wiped and cleaned daily and the carpeted floor should be wiped clean.
2. Vacuum the Body Building Center once a week.
3. Clean the Glassed Window & Door every day.
4. Clean the Toilets every morning & evening.
5. Sweeping and cleaning the yard.
6. Clean the elevator.

**Reception Hall**

1. Clean all furniture including chairs and tables daily and clean and restore all furniture and appliances after a ceremony.
2. Clean the Toilets every morning & evening.
3. Mob the tiled floor area daily.
4. Vacuum the Reception Hall once a week.

**Library**

1. Clean the all Furniture & book racks daily.
  2. Clean the Toilets every morning & evening.
- Minimum number of janitors shall be eight (08) with one (01) supervisor per day. Every Janitor should work in the workplace from 8.00 am to 4.30 pm and when there held the function in night janitors should stay in the workplace only until the end of the function and clean the reception hall after the event.
  - The Supervisor should contact the Sports Instructor in charge of the reception hall on a daily basis and follow his instructions and instructions as required.

**3. TENDER/ BID FORMAT**

**Please state the following.**

3.1. Number of Personnel on role: .....

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

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

3.4. Number of full time Janitors allocated for the locations:.....

3.5. Number of Visiting Supervisors allocated for the locations:.....

3.6. Janitors are provided with;

Uniforms.....

Company logo: .....

**3.7. Reputed Clients**

State at least ten reputed clients where the service has been provided by your company.(attach a list)

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**3.8. 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.

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.....

.....

3.8.b. Date of the first service commenced.

.....

3.8.c. Number of services offered in each of the three years: 2019,2020 and 2021.  
(Please submit the list)

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

3.8.d. Submit the Service Time table.

3.8.e. Submit the details of Chemicals used.

3.8.f. Submit the details of Equipment used.

} Please attach (enclose)

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

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)]

