

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 (02) – 11 Locations.**

BIDS NO : CPD16/400/2021
BIDS OPENING DATE : 23.04.2021 **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 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. **Name and contact number of person who working as responsible person of executive level/ Manager:**
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List of Location

1. Town Hall Office Complex and Municipal Press
2. Madampitiya Technical Training Center
3. Crow Island Beach Park
4. Mattakkuliya Municipal Dispensary
5. Madampitiya Municipal Dispensary
6. MCH Division
7. Newham Square Dispensary of Indigenous Medicine Department.
8. Drugs Manufactory and Kollupitiya Dispensary of Indigenous Medicine Department.
9. Wellawatte, Stuart Street, Thimbirigasyaya, West Kotahena, Dematagoda and Amour Street Dispensaries of Indigenous Medicine Department.
10. Kirulapone Municipal Dispensary
11. Borella South Municipal Dispensary

PART - III**1. Yearly rates quoted to the Providing of Janitorial Services to Town Hall Office Complex and Municipal Press.**

| | 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 :

2. Yearly rates quoted to the Providing of Janitorial Services to Madampitiya Technical Training 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 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 Crow Island Beach Park.

| | 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 :

4. Yearly rates quoted to the Providing of Janitorial Services to Mattakkuliya 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 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 :

5. Yearly rates quoted to the Providing of Janitorial Services to **Madampitiya 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 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 **MCH Division**.

| | 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 :

07. Yearly rates quoted to the Providing of Janitorial Services to Newham Square Dispensary of Indigenous medicine Department.

| | Daily Rate per one person | Per Year (Daily Rate x No. of Janitors/ Supervisor x 365) |
|---|---------------------------|---|
| Quoted Rate without VAT Janitor – 01 Visiting Supervisor - 01 | Rs: Rs: | 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 :

08. Yearly rates quoted to the Providing of Janitorial Services to Drugs Manufactory and Kollupitiya Dispensary of Indigenous medicine Department.

| | Daily Rate per one person | Per Year (Daily Rate x No. of Janitors/ Supervisor x 365) |
|---|---------------------------|---|
| Quoted Rate without VAT Janitor (Male) – 02 Janitor (Female) – 01 | Rs: Rs: | 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 :

9. Yearly rates quoted to the Providing of Janitorial Services to Wellawatte, Stuart Street, Thimbrigasyaya, West Kotahena, Dematagoda and Amour Street Dispensaries of Indigenous medicine Department.

| | Daily Rate per one person | Per Year (Daily Rate x No. of Janitors/ Supervisor x 365) |
|---|---------------------------|---|
| Quoted Rate without VAT Janitor – 06 Visiting Supervisor - 01 | Rs: Rs: | 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 :

10. Yearly rates quoted to the Providing of Janitorial Services to **Kirulapone Municipal Dispensary.**

| | Daily Rate per one person | Per Year (Daily Rate x No. of Janitors/ Supervisor x 365) |
|---|---------------------------|---|
| Quoted Rate without VAT Janitor – 01 Visiting Supervisor - 01 | Rs: Rs: | 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 :

11. Yearly rates quoted to the Providing of Janitorial Services to **Borella South Municipal Dispensary.**

| | Daily Rate per one person | Per Year (Daily Rate x No. of Janitors/ Supervisor x 365) |
|---|---------------------------|---|
| Quoted Rate without VAT Janitor – 01 Visiting Supervisor - 01 | Rs: Rs: | 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 – 02 (11 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. 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 reserves 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 **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) Town Hall Office Complex and Municipal Press | - Rs. 500,000.00 |
| 2) Madampitiya Technical Training Center | - Rs. 30,000.00 |
| 3) Crow Island Beach Park | - Rs. 350,000.00 |
| 4) Mattakkuliya Municipal Dispensary | - Rs. 15,000.00 |
| 5) Madampitiya Municipal Dispensary | - Rs. 15,000.00 |
| 6) MCH Division | - Rs. 275,000.00 |
| 7) Newham Square Dispensary of IMD | - Rs. 15,000.00 |
| 8) Drugs Manufactory and Kollupitiya Dispensary of IMD | - Rs. 30,000.00 |
| 9) Wellawatte, Stuart Street, Thimbirigasyaya, West Kotahena, Dematagoda and Amour Street Dispensaries of IMD | - Rs. 60,000.00 |
| 10) kirulapone Municipal Dispensary | - Rs. 15,000.00 |
| 11) Borella South Municipal Dispensary | - Rs. 15,000.00 |

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.
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 a date 31 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 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 2021- 02 (11 Locations)**” 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. 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 01st January 2008; all payments above Rs.25, 000/- will be subjected to a stamp duty of Rs.25/-.

2. 1. Specifications and Requirements –Town Hall Office Complex & Municipal Press

01. Sweep and clean all areas including Office areas, corridors, common passages, two court yards, car parks, drive way...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.
02. All the collected refuse should be separated and stored in the colored bins located 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.
03. Dry sweep and damp mop followed by brushing, with a recommended detergent the floor every day to remove all the marks, stains...etc.. Brush with a solution of approved detergent weekly to remove all scuff marks, stains etc.
04. Spray air fresheners in all the office rooms at least once a day.
05. Sweep all the road ways and keep the roadways clean throughout a day.
06. Brush & remove all the earth on the roadways and keep all the time dust free.
07. Clean the external walls of the building and always dust free.
08. Clean the lawns and remove waste immediately after each function and keep it waste free all the time.
09. 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.
11. Provide air fresheners, soap, toilet paper rolls ...etc. in the toilets where necessary.
12. 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.
13. Clean and keep all the walls, ceilings, light fittings, fans, switches etc. always dust free.
14. Clean all the furniture, glass pads, paper trays, racks and cubicles and keep always dust free.
15. Clean all the telephones with recommended detergent at least once a day and keep always clean.
16. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
17. Wash and iron all the cotton door and window curtains once in three months and replace it same.
18. Take precautions to prevent animals entering the building.
19. Clean & Hoover the carpet areas at least twice a week.
20. Shampoo the floor carpets once a month and when there are patches.
21. Wax the floor area, once in two months.
22. Uproot and remove any unwanted growth on building walls or boundary walls.
23. Remove all the posters pasted on the walls, boundary walls...etc.
24. All surface drains, galleys to be kept clean and free of blockages all the time.
25. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
26. Removal all dead animals if any.

27. Services should be provided all the buildings, huts, and shelters within the town hall premises
28. Providing necessary equipment.
29. Provide any other services required from time to time for keeping the areas clean.
30. The bidder shall submit the completed Annexure -01 (for payment for the service as on agreement) and Annexure -02 (for deduction if contractor shall fail to full fill the service as on agreement and payment for additional work beyond the agreement)) along with the quotation.
31. Minimum numbers of janitors shall be thirty (30) (15-femal labour and 15 Male Laborers) with two (2) supervisors. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

Absence of janitor: - Six hundred Rupees per Day (Rs.1000/= Per Day)

For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.

32. The complex function from 7.00 a.m. to 7.00 p.m. everyday including the working days and Holydays, if there is a special meeting held in the town hall (eg. Council meeting), two janitors should be available until the premises is closed at least one supervisor should be available until the premises is closed. At least one supervisor should be available from 7.00 a.m. to 7.00 p.m.
33. Instructions given at any time by Municipal Secretary should be carried out.
34. All Labours & supervisors should be able to perform their duties of satisfactory level.
35. Janitors should be mentally, physically fit and should be between the ages of 18-55 years.
36. Provide all cleaning supplies (detergent, glass cleaner, disinfectant, polis product, etc.) and operational material. All materials should be eco – friendly.
37. 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. 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 the suitable contractor.
38. Inspection of the above premises could be arranged with prior appointment with the Head Office at T. B. Jayah Mawatha, Colombo 10. **Tel.0112686087.**

2. Specifications and Requirements – Technical Training Center, Madampitiya of Human Resources Development Department.

1. To clean all toilets including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc. to disinfect and deodorize them daily, to provide tissue rolls and air fresheners to all toilets at least twice a day or otherwise as required and maintain them in dry condition all the time. Maintain the flushing and draining systems always in good usable condition.
2. To clean, mop and maintain the Auditorium, Computer Room, Dining areas, Office areas, stairways including furniture, walls, corridors, verandahs etc. in satisfactory condition.
3. To clean all doors, windows, fanlights, frames, glasses in door and window sashes, all ceilings, light fittings, fan lights etc. in shining condition.

4. To provide necessary equipment for cleaning, all cleaning supplies such as Detergents, Glass Cleaners, Disinfectants, Polish products etc. and operational materials. All Materials should be Eco-friendly.
5. Minimum number of janitors shall be two (02) and they should be male. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

**Absence of janitor: - Six hundred Rupees per Day (Rs.1000/= Per Day)
For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**

6. The office functions from 8.00 a.m. to 5.00 p.m. on all working days of the week and must be present on Saturdays during training sessions too. Cleaning should be done before 7.30 a.m. first time and second time should be done about 2.30 p.m.
7. Instructions given at any time by any officer of the technical training center, Madampitiya should be carried out.
8. Provide any other services required from time to time to keep the premises and surrounding areas clean.
9. All Janitors should be able to perform their duties in satisfactory level.
10. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
11. Janitors should wear uniforms while on duty.
12. Inspection of the above premises could be arranged with prior appointment with the Head Office at Human Resource Development Department. **Tel. 0112687537.**

3. SPECIFICATIONS AND REQUIREMENTS – Crow Island Beach Park

1. Weeding of drive way edges, pathways, under benches and turfed areas etc. once in two week and remove all debris.
2. Cutting grass weekly or in couple of weeks on whole premises as required and clean the lawn.
3. Watering all plants every day in dry season and as required in rainy season.
4. Maintenance of flower plants including replanting of damaged /dead plants and weeding grass.
5. Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials.
6. Cleaning of earth drain
7. Placing of colored bins in the necessary locations to collect all the Non- Bio degradable and biodegradable materials and proper disposable method should be used to remove the refuse in particular bins daily.
8. Dry Sweeping and damp mopping the benches and other furniture at the beach park every day followed by burnishing with recommended detergents if required to remove all marks, stains etc.
9. Cleaning of playing equipment of children's park.

10. Dry Sweep and damp mop the floors of office building every day including corridors, pavement and burnish with a solution of approved detergents weekly to remove all marks and stains etc.
11. Cleaning of doors, windows and balustrades etc. of the office building always dust free. Cleaning of cob webs in both inside & outside the building monthly in a weekend or a holiday.
12. Cleaning all toilet doors and fanlights etc. in the office building and keep all mirrors and glass panes in shining condition.
13. Cleaning of all toilets including floors, wall tiles, bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize when necessary. Maintain the flushing and draining systems always in good useable condition.
14. Removing all refuse including waste paper baskets, garbage bins etc.
15. Cleaning of Lagoon and silt trap when necessary and as instructed.
16. Collection of garbage and cleaning of beach as and when necessary.
17. Cleaning of boardwalk at the breakwater.
18. The sequence of cleaning of Toilets and Facility Center should follow this check list
 - a. Pick up litter and sweep floor
 - b. Clean and sanitize commodes and urinals
 - c. Clean and sanitize basins
 - d. Clean mirror 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.
19. 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. High quality chemicals, disinfectants scents/ air fresheners shall be provided by the selected Bidder as described below.

| | |
|---|---|
| Wall/ Floor (Ceramic, Granite and Marble Tiles) | Use neutral based cleaners or disinfectants. Do not use acid-based cleaners on marble |
| Glass/ Mirror | Use ammonia or neutral based cleaners |
| Sanitary Wares | Use disinfection cleaners |
| Stainless Steel /Chrome | Use stainless steel/ chrome polish |
| Plastic/ PVC | Use ammonia or neutral based cleaners |
| Toilet Bowls | Use disinfectant or mild abrasive liquid cleaners |

20. The successful bidder shall follow proper Toilet cleaning procedures 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 stains and dirt. | 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 Fans | Wipe clean to remove dusts | Weekly |

21. The selected bidder will not be allowed whatsoever to execute any other work or business in the toilet locations.
22. Any other work assigned by the Colombo Municipal Council related to maintenance and cleaning of Crow Island Beach Park.
23. Providing any other services required from time to time for keeping the areas clean.
24. Providing necessary equipment, tools and machinery (like bush cutters) which are required for complete the above-mentioned work.
25. The bidder shall submit the completed Annex – 01 (for payment for the service as on agreement) minimum number of janitors shall be twenty five [10 female labourers and 15 male labourers] with two (02) Supervisor.
26. The working hours shall be from 7.00 a.m. to 7.00 p.m. everyday including the weekends and holidays. All the garbage shall be cleaned prior to leaving the premises. Two workers should be available until the premises is closed and the at least one supervisor should be available from 7.00 a.m. to 7.00 p.m.
27. Instructions given at any time by Colombo Municipal Council should be carried out.
28. Failure to do any of the services mentioned in this contract will lead to a deduction of the rates in annexure 01 Bill of quantities for that work from monthly payment.
29. BOQ amount (Annexure – 01) for all items and unit rates
30. All Labourers & supervisors should be able to perform their duties of satisfactory level.
31. Workers should be mentally, physically, fit and should be between the ages of 18- 55 years. Details of workers shall be prior to commence the work.

32. Following facts may be taken in to consideration before bidding.

33. Workers should wear uniforms while on duty.

34. List of satisfactorily competed/ ongoing projects in this nature should be attached for the guidance in selection of the suitable contractor.

Note

Satisfactory completion of all the quoted items shall be certified by CMC officer soon after the completion of each work. No payments will be made if no certification.

Annexure 01-Bill of quantities

| Item | Description | Qty | Rate per Month | Amount Rs |
|------------|--|------|----------------|-----------|
| 1.0 | Around the premises | | | |
| 1.1 | Weeding of drive way edges, pathways, under benches and turfed areas etc. once in two week and remove all debris. | Item | | |
| 1.2 | Cutting grass weekly or in couple of weeks on whole premises as required and clean the lawn. | Item | | |
| 1.3 | Watering all plants every day in dry season and as required in rainy season. | Item | | |
| 1.4 | Maintenance of flower plants including replanting of damaged /dead plants and weeding grass. (Plants will be supplied by CMC) | Item | | |
| 1.5 | Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials. | Item | | |
| 1.6 | Cleaning of earth drain weekly/when Necessary. | Item | | |
| 1.7 | Cleaning of boardwalk at the breakwater. | Item | | |
| | Subtotal -1 | | | |
| 2.0 | Furniture, Equipment and other structures | | | |
| 2.1 | Dry Sweeping and damp mopping the benches, other furniture at the beach park every day followed by burnishing with recommended detergents if required to remove all marks, stains etc. | Item | | |
| 2.2 | Cleaning of playing equipment of children's park. | Item | | |
| | Subtotal -2 | | | |
| 3.0 | Office Building | | | |
| 3.1 | Cleaning all the furniture and partitions, doors and windows keep dust free. | Item | | |
| 3.2 | Removing all refuse including waste paper baskets, garbage | Item | | |
| | Subtotal -3 | | | |
| 4.0 | Collection & Disposal | | | |
| 4.1 | Sweeping and cleaning all areas daily including turfed areas, car parks, drive ways, pathways and viewing deck etc. clean throughout the day. Remove all refuse and waste materials. | Item | | |
| 4.2 | Placing coloured bins in the necessary locations to collect all the Non- Bio degradable and biodegradable and proper | Item | | |

| | | | | |
|------------|--|------|--|--|
| | disposable method is used to remove the refuse in particular bins daily. (Bins will be Supplied By CMC) | | | |
| 4.3 | Assist in Shramadana Campaign by providing necessary man power, machinery and equipments including backhoe and private parties (at least once a month) To assist in tree planting programme conducted at the park when required. | Item | | |
| | Subtotal -4 | | | |
| 5.0 | Toilets (To be cleaned every day) Note : <ul style="list-style-type: none"> • Cleaning Floor Tiles and wall tiles • Cleaning Toilet fittings such as bidets, squatting pans, commodes, wash basins etc. twice a day, disinfect and deodorize when necessary. Maintain the flushing and draining systems always in good usable condition. • Cleaning all the toilet doors and fanlights etc. and keep all mirrors and glass panes in shining condition. | | | |
| 5.1 | Toilet in Office Building | | | |
| 5.2 | Toilets in Facility Center & Bath | | | |
| 5.3 | Children Toilets | | | |
| | Subtotal -5 | | | |
| | Total Amount | | | |

Summary of Bill of Quantity

| | Item Description | Rate per Month (Rs.) |
|--|---|-----------------------------|
| Sub Total – 1 | Around the premises | |
| Sub Total – 2 | Furniture, Equipment and other structures | |
| Sub Total – 3 | Office Building | |
| Sub Total – 4 | Collection & Disposal | |
| Sub Total – 5 | Toilets | |
| Grand Total per month | | |
| Grand Total per Year | | |
| Grand Total Per Two Years | | |
| V.A.T. 8 % | | |
| Total Cost for two years with V.A.T. 8% | | |

4. SPECIFICATIONS AND REQUIREMENTS – Mattakkuliya Municipal Dispensary

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. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.
Absence of janitor: - Six hundred Rupees per Day (Rs.1000/= Per Day)
For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.
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.
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.**

5. Specifications and Requirements – Madampitiya 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. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.
Absence of janitor: - Six hundred Rupees per Day (Rs.1000/= Per Day)
For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.
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.
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.**

6. Specifications and Requirements – MCH Division

01. (i) Sweep and clean all areas, including common passages, corridors, car park, drive way, compound etc., throughout the day.

(ii) Cut the Grass and keep Cleaning all lawns and Gardens 24 hours of the day.

(iii) Collect and remove all refuse including those from waste paper buckets, office room, Refuse collected at tea room, and water collected from all waste from air conditioners twice a day.

02. Dry sweep and damp mop followed by burnishing, the granite floor **every day** to remove all marks, stains etc., burnish with a solution of approved detergent weekly to remove all scuff marks stains etc.
03. Burnish and buff all the floor areas, timber skirting, and other bronze and metallic items to keep them always at perfect shining condition
04. Clean all toilets, including floors, wall tiles, urinals, bidets, squatting pans, commodes, wash basins etc, **04 times a day**, disinfect and deodorize daily and maintain dry all the time. Maintain the flushing and draining systems always in good usable.
05. Clean all doors & windows frames, panes etc, and keep all mirrors, all plain glasses in door sashes, window sashes, and fan lights at the shining condition.
06. Clean and keep all the walls, ceiling, fittings like fans, lights, switches air conditioners, refrigerators, radio, and television etc, always dust free.
07. Clean all the tables, glass pads, chairs, paper trays, racks, cupboards, cabinets and cubicles keep always dust free.
08. 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.
09. Clean and polish all name boards and sign boards **daily**, to keep at perfect shining condition. All surface drains, gully's to be kept
10. Keep clean all the gratings at the inlets of down pipes and all the gutters of the roof.
11. Provide any other services required from time to time for keeping the areas clean.
12. The said company shall ensure **11 janitors (05-Male /06- Female)** are present at this premises **from 6.30 a.m. to 6.30 p.m.** on all days of the month including Saturdays, Sundays, Poya Days and Public Holidays during the period of this Agreement. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.
Absence of janitor: - Six hundred Rupees per Day (Rs.1000/= Per Day)
For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.

| | <u>Minimum number of Janitors</u> | |
|--|-----------------------------------|-----------|
| | Male | Female. |
| (i) Modara Maternity Home and MCH Clinic | 01 | 02 |
| (ii) Jinthupitiya MCH Clinic | 01 | 01 |
| (iii) Kirula Maternity Home MCH Clinic | 01 | 01 |
| (iv) Kirulapone MCH Clinic | 01 | 01 |
| (v) Borella MCH Clinic | 01 | 01 |
| Total | 05 | 06 |

13. Janitors should not be mentally and physically handicapped persons.
14. Should be ages between 28 years -50 year
15. Janitors should wear uniforms /Company ID/company Logo when on duty.
16. Should attaché a service Time Table.

17 Inspection of the above premises could be arranged with prior appointment with the Public Health Department, MCH Division, Deans Road, Colombo-10. Telephone No.2676287

07. Specifications and Requirements –Newham Square Ayurvedic Dispensary – Indigenous Medicine Department.

1. 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, daily 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. keep clean of the drains.
11. Provide any other services required from time to time to keep the premises and surrounding areas clean.
12. Minimum number of janitors shall be one (01) with one (01) visiting supervisor. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

Absence of janitor: - Six hundred Rupees per Day (Rs.1000/= Per Day)

For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.

13. The Janitor should be mentally, physically fit and should be between the ages of 18 – 55 years.
14. He / She should not be residing and from the surrounding area.
15. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
16. If and when necessary pre and post arrangements to be carried out at the location, during functions.
17. Janitors should wear uniforms and identity card when on duty.
18. Should attach a service time table.
19. Deduction for not coming to work will be made on a daily basis.
20. Clean roof, gutters and prevent mosquito breeding sites on the premises.
21. Inspection of the above premises could be arranged with prior appointment with the Head Office at 79, CMC New Office Complex, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10 .**Tel.0112695745.**

8. Specifications and Requirements - Drugs Manufactory and Kollupitiya Dispensary of Indigenous Medicine Department.

1. Sweep and clean all areas including common passages etc. throughout the day. Collect and remove all refuse including those from waste paper buckets, office room, refuse collected at tea room and water collected from all waste from air conditioners **twice a day**.
2. Sweep and clean all areas including car park, drive way, compound etc. throughout the day. Cut the grass and keep cleaning all lawns and gardens 24 hours of the 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 for courtyard area
3. Dry sweep and damp mop followed by brushing, the granite 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, timber 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. **04 times 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 air conditioner , refrigerators, radio, and television 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. All surface drains, gully's to be kept.
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. Minimum number of janitors shall be Three (03) with Two (02) Male and One (01) Female per full time.
 - (i) Drug Manufactory - 02 Janitors (Male – 01, Female 01)
 - (ii) Kollupitiya dispensary - 01 Janitor (Male – 01)Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

Absence of janitor: - Six hundred Rupees per Day (Rs.1000/= Per Day)
For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.
13. The Dispensary functions from 7.30 a.m. to 5.30 p.m. on all days of month.
14. The said service provider shall ensure, that Labourers 03 and 01 Visiting Supervisor should attend for janitorial services daily.
15. The Janitor should be mentally, physically fit and should be between the ages of 25 – 60 years.
16. He / She should not be residing and from the surrounding area.
17. All Cleaning, cutting, equipment and detergents should be provided by the bidder.
18. Janitors should wear uniforms and identity card when on duty.
19. Should attach a service time table.
20. Inspection of the above premises could be arranged with prior appointment with the **Head office at No. 79, C.M.C New Office Complex, Baddegama Sri Wimalawansa Nahimi Mawatha, Colombo 10 Tel.011-2695745,011-2691563.**

09. Specifications and Requirements—Wellawatte, Stuart Street, Thimbirigasyaya, West Kotahena, Dematagoda and Amour Street Dispensaries of Indigenous medicine Department.

1. Sweep and clean all areas inside the buildings 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.**
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. 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.
9. Clean and polish all name boards, sign boards, daily to keep in perfect shining condition.
10. 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.
11. 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.
12. Provide any other services required from time to time to keep the premises and surrounding areas clean.
13. Minimum number of janitors shall be given below.

| Dispensaries | Janitors |
|-----------------|----------|
| Wellawatte | 01 |
| Stuart Street | 01 |
| Thimbirigasyaya | 01 |
| Kotahena West | 01 |
| Dematagoda | 01 |
| AamarWeediya | 01 |
| Total | 06 |

* and Visiting Supervisor

* Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.

Absence of janitor/Visiting Supervisor-Six hundred Rupees per Day (Rs.1000/= Per Day)

For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.

14. The Dispensary functions from 7.30 a.m. to 3.30 p.m. on all working days of the weekend 8.30 a.m. to 1.30 p.m. on Saturdays.
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, equipment 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. Janitors should wear uniforms and identity card when on duty.
20. The said serviceprovider shall ensure, that Labourers and 01Visiting Supervisor should attend for janitorial services daily.
21. Inspection of the above premises could be arranged with prior appointment with the Head Office at 79, C.M.C. New Office Complex, BaddegamaWimalawansaHimiMawatha, Maradana, Colombo 10. **Tel.0112695745.**

10. Specifications and Requirements – KIRULAPONE 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. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction.

**Absence of janitor/ visiting supervisor - Six hundred Rupees per Day (Rs.1000/= Per Day)
For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**

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.
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.**

11. Specifications and Requirements – Borella South 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. Any short fall of the stipulated janitors at any time and /or stage shall be sufficient ground for a minimum deduction as follows.
**Absence of janitor/ visiting supervisor - Six hundred Rupees per Day (Rs.1000/= Per Day)
For the Non performance of Janitors shall deduct Rs. 500/= per day for each condition.**
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

3. BID FORMAT

Please state the following.

- 3.1. Number of Personnel on role:
- 3.2. Number of Janitors in the organization:.....
- 3.3. Number of Supervisors in the organization:.....
- 3.4. Number of full time Janitors allocated for the locations:.....
- 3.5. Number of Visiting Supervisors allocated for the locations:.....
- 3.6. Janitors are provided with;
 - Uniforms.....
 - Company logo:
 - Identification badges:

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

- 3.8. **Bidder's Qualifications**
State the following and submit copies of evidence.

- 3.8.a. Name and Address of Company, Business Registration Date and Registration Number.

- 3.8.b. Date of the first service commenced.

- 3.8.c. Number of services offered in each of the three years: 2018, 2019 and 2020.
 (Please submit the list)

- 3.8.d. Submit the Service Time table.
- 3.8.e. Submit the details of Chemicals used.
- 3.8.f. Submit the details of Equipment used.

} Please attach (enclose)

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

Date:-.....

.....
Signature and Seal of the Firm

Annexure 01

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)]

