



Tender Application

Colombo Municipal Council – Municipal Treasurer’s Department

Calling Tenders for Providing Stalls in Public Markets on Rental Basis -2025

.....Public market – bearing Public market No.....

<u>For office use</u>	
Name of the applicant	
Address	
Telephone No	
Application fee and receipt No.	Date
Tender deposit fee and receipt No.	Date
Issued officer	
	Accountant/ Chief MSO

After perusal of the tender documents for acquisition of the above public market stalls on rental basis for 10 years as per the conditions laid down in accordance therewith, I,(7) a resident of(6) submit (.....(8) the tender on a tender fee of Rs.(1) (Rs.(2) for obtaining(5) stall bearing No.(4) in(3) Public Market that belongs to the Colombo Municipal Council, on rental basis.

1. I hereby declare that I submit this tender on behalf of me and not as a nominee or agent of any other person.
2. I have read and understood the conditions and instructions of the tender from page no. 07 to 13, and if the tender is awarded to me, I further declare that I agree to be bound completely by the relevant conditions for a period of 10 years.
3. I understand that the right of making final decision on this tender is vested in the Colombo Municipal Council, and I declare that I agree with it.
4. All the information furnished by me in this tender is true and correct, and I am well aware that it may cause to reject my tender if the information provided by me is incorrect.

Signature of Tenderer

Date

Witnesses

1. 2.

Name

Address

- ❖ Tender deposit amount is equal to 10% of the minimum tender price. (as mentioned in the schedule on page 4-6)

Information of the tender application should be filled using the following details.

1. Submitted tender amount in letters. (ex:-Rupees two hundred thousand)
2. Submitted tender amount in figures. (ex:-200,000.00)
3. Public market where the stall is located. (ex:-Borella)
4. Applied stall No. (ex:-7/1/55)
5. Type of stall (ex:- shop)
6. Address of the tenderer.
7. Full name of the tenderer.
8. National Identity Card No. of the tenderer.



Colombo Municipal Council
Municipal Treasurer's Department
Calling Tenders for Providing Stalls in Public Markets
on Rental Basis - 2025

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1. Schedule of Stalls – Tender of Public Markets 2025

Code No	Stall No	Nature of the Trade	Monthly Rent	Minimum Tender Price
Kotahena Public Market				
1	5/1/19	Shops	8,000.00	200,000.00

Kirulapona Public Market				
2	97	Fish	13,000.00	312,000.00
3	98	Fish	13,000.00	312,000.00

Kosgashandiya Public Market				
4	10/05	Fish	6,500.00	200,000.00
5	10/06	Fish	6,500.00	200,000.00
6	10/07	Fish	6,500.00	200,000.00
7	10/1/1	Vegetables	6,000.00	145,000.00
8	10/1/89	Shops	8,500.00	255,000.00
9	10/1/90	Shops	8,500.00	255,000.00
10	10/1/91	Shops	8,500.00	255,000.00
11	10/1/92	Shops	8,500.00	255,000.00
12	10/1/94	Shops	8,500.00	255,000.00
13	10/1/95	Shops	8,500.00	255,000.00
14	10/17	Vegetables	6,000.00	180,000.00
15	10/18	Vegetables	6,000.00	180,000.00
16	10/19	Vegetables	6,000.00	180,000.00
17	10/20	Vegetables	6,000.00	180,000.00
18	10/21	Vegetables	6,000.00	180,000.00
19	10/22	Vegetables	6,000.00	180,000.00
20	10/23	Vegetables	6,000.00	180,000.00

Wallawatte Public Market				
21	01	Grocery / Shops	14,700.00	440,000.00
22	01	Fish	13,200.00	317,000.00
23	03	Shops	14,700.00	440,000.00
24	03/B	Vegetables / Fruits	7,500.00	255,000.00
25	04	Shops	14,700.00	440,000.00
26	05	Shops	14,700.00	440,000.00
27	06	Shops	13,200.00	400,000.00
28	06/B	Vegetables / Fruits	7,500.00	255,000.00
29	07	Shops	14,700.00	440,000.00
30	07	Fish	13,200.00	400,000.00
31	07/B	Vegetables / Fruits	7,500.00	255,000.00
32	08	Shops	14,700.00	440,000.00
33	10	Fish	13,200.00	400,000.00
34	13/B	Vegetables / Fruits	7,500.00	255,000.00
35	14/B	Vegetables / Fruits	7,500.00	255,000.00
36	15/B	Vegetables	7,500.00	255,000.00
37	16/B	Vegetables	7,500.00	255,000.00
38	18/A	Vegetables / Fruits	7,500.00	255,000.00
39	22/A	Vegetables / Fruits	7,500.00	255,000.00
40	26/A	Vegetables / Fruits	7,500.00	255,000.00
41	29/A	Vegetables / Fruits	7,500.00	255,000.00
42	31/A	Vegetables / Fruits	7,500.00	255,000.00
43	36/A	Vegetables	7,500.00	255,000.00
44	37/A	Vegetables	7,500.00	255,000.00
Bambalapitiya Public Market				
45	01	Vegetables	3,000.00	72,000.00
46	03	Vegetables	3,000.00	72,000.00
47	05	Fish	2,300.00	55,200.00
48	06	Fish	2,300.00	55,200.00
49	10	Vegetables	2,300.00	55,200.00

Borella Public Market				
50	7/1/43	Shops	8,500.00	204,000.00
51	7/1/44	Shops	8,500.00	204,000.00
52	7/B/09	Fish	8,650.00	208,000.00

Kollupitiya Public Market				
53	A1A	Shops (Agriculture productions)	90,000.00	2,700,000.00

Deans Road Public Market				
54	34	Dry items	11,200.00	268,000.00
55	44/1/23	Dry items	6,000.00	180,000.00
56	44/2/53	Dry items	4,000.00	120,000.00
57	44/32	Fish	13,500.00	324,000.00
58	44/28	Fish	4,000.00	120,000.00
59	44/27	Fish	13,500.00	324,000.00
60	44/26	Fish	13,500.00	324,000.00
61	44/1/48	Dry items	3,750.00	113,000.00
62	44/2/51	Vegetables	4,000.00	120,000.00
63	44/2/52	Vegetables	4,000.00	120,000.00
64	44/2/54	Vegetables	4,000.00	120,000.00
65	42	Dry items	4,000.00	120,000.00
66	44	Dry items	4,000.00	120,000.00
67	44/1/18	Vegetables	6,000.00	180,000.00
68	44/1/19	Vegetables	6,000.00	180,000.00



Colombo Municipal Council
Municipal Treasurer's Department

Tenders are invited in two sealed copies for providing vacant stalls in the public markets belonging to the Colombo Municipal Council, as shown in the attached schedule, on rental basis **for a period of 10 years.**

2. Issuance of Tender Applications

Tender documents can be obtained from 13.11.2024 to 13.12.2024 at 9.00 a.m (original and duplicate copy) in two ways.

Method 01 – From the Town Hall Head Office

- a. Tender documents can be obtained, making a request to the Revenue Section of the Municipal Treasurer's Department at Town Hall premises on weekdays between 9.00 a.m. to 3.30 p.m. after paying an application fee of Rs. 5,900.00.

Method 02 – Downloading from the official website of Colombo Municipal Council (www.colombo.mc.gov.lk)

- The application fee of Rs. 5,900.00 could be paid in the following two ways. The application could not be obtained from the office after 13.12.2024 at 3.30 p.m., as well as the applications downloaded from the website will not be valid after the said time.
- a) The amount can be credited to Account No. 167-1-001-6-3169425 of Town Hall branch from any branch of the Peoples Bank.
 - b) Making payment to payment counters of all district office premises located within the territory of Colombo Municipal Council, on weekdays from 9.00 a.m. to 3.30 p.m.
 - c) The tender deposit must be paid in cash to the Revenue Division of the Municipal Treasurer's Department.
 - d) It is compulsory to submit the payment receipt with the tender documents.

3. Tender Opening

- 3.1. The time period for the payment of tender deposit will be ended on 16.12.2024 at 3.30 p.m., duly completed and sealed application with the original copy and duplicate copy should enclosed to the tender box placed at the Municipal Secretary's Department, Town Hall premises, Colombo 07, before 10.00 a.m. on 17.12.2024.**

3.2. Accepting tenders will be closed at 10.00 a.m. on 17.12.2024. Thereafter, tenders will be opened at the Municipal Treasurer's Department, and tenderers or agents of tenderers have the opportunity to attend in this event.

3.3. Further information in this regard can be obtained from the Deputy Municipal Treasurer (Revenue) of the Municipal Treasurer's Department, Colombo 07. (T/P No. - 011-2692465)

4. Instruction for completing the application

4.1. Following information should be used to fill the application.

- a. Submitted tender amount in letters.**
- b. Submitted tender amount in figures.**
- c. Public market where the stall is located.**
- d. Applied stall No.**
- e. Type of stall**
- f. Address of the tenderer.**
- g. Full name of the tenderer.**
- h. National Identity Card No. of the tenderer.**

4.2. It is compulsory matter for tenderers to submit their name in full and current address as shown in the National Identity Card and active telephone number.

4.3. The minimum tender amount for each stall is given against each stall in the schedule attached hereto.

4.4. The application should be completed using a black or blue carbon pen only, and if any change is required, the relevant place should be crossed out with a single line and put your signature there. The use of pencils and erasers should be avoided for any reason.

4.5. The tender amount should be entered in the form both in **figures and letters**, and if there is any discrepancy between the numbers and figures, the **amount stated in letters** will be accepted as the tender amount.

4.6. Each tender must be personally completed and signed by the tenderer.

4.7. Each tender application should be enclosed in separate envelopes as **original and duplicate**, and those two envelopes should be enclosed in one envelope, and sent to the **Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 07**, by registered post or it can be enclosed in the tender box at the Municipal Secretary's Department.

4.8. It is essential to mention clearly the stall No. and the name of the market applied for on the upper left corner of the envelope, and name and address of the tenderer should also be clearly mentioned in each envelope.

4.9. Following documents should be submitted along with the application.

- a. Original receipt of the deposit payment
- b. Original payment receipt of the application fee
- c. Any document to verify the address of the tenderer
- d. A copy of the National Identity Card

The amount of the tender deposit is an amount similar to 10% of the minimum price of the tender. (as mentioned on page 4-6 in the schedule)

5. Evaluation of the Tender

5.1. The tender for each stall will be awarded at the highest tender price received.

5.2. Uncompleted applications or applications submitted without necessary documents will be rejected.

5.3. The tender deposit for each tender that mentioned against each stall in the schedule attached to the application should be paid in cash and the original copy of the receipt should be attached. **Any breach in this regard will result in rejection of the tender.**

5.4. The application of persons who have previously violated the tender agreements with the Colombo Municipal Council will be rejected, and also any tender submitted in violation of the tender conditions will also be rejected.

5.5. The council reserves the right to reject any tender if it is found that this tender is not submitted in good faith or it appears that such a tender is not suitable in the opinion of the council in terms of the character and practices of the tenderer in any market or such place of the Colombo Municipal Council, and the council is not obliged to give any reason for such rejection.

5.6. The owner of the stall or agent or employee is the person who holds the license.

5.7. The council has the right to take the final decision to accept or reject any tender and all matters are bound by it.

6. Awarding the tender

- 6.1. Total amount of the tender fee must be paid in cash within 14 days after informing the acceptance of tender.
- 6.2. Thereafter, a refundable deposit equal to 06 months' rent, in order to register and enter into a contract with the Municipal Veterinary Department, and a security deposit of Rs. 50,000.00 for which to be able to recover outstanding electricity if any, must be paid to the Colombo Municipal Council.
- 6.3. It is a responsibility of the tenderer to handover a copy of the agreement and documents confirming the tenderer's identity to the Revenue Division of the Municipal Treasurer's Department enabling to open the account related to the stall within 14 days of the contract.
- 6.4. The tender deposit amount deposited for one stall cannot be used for another stall and the tender amount deposited for a stall should be used only for the respective stall.
- 6.5. All applicants who have submitted a valid tender in strictly compliance with the requirements of this notice before the end of the acceptance period of tenders but have not accepted their tenders are entitled to get refunded of tender deposit.
- 6.6. If a successful tenderer does not accept the tender, he will not be entitled to refund the relevant deposit. Deposited amount should be requested **within 06 months** after opening of tender. All the deposits which requests are not received within due period will be credited to the revenue, and late requests will not be considered.
- 6.7. Following documents should be submitted to refund the said amount.
 - 6.7.1. At letter requesting to refund the deposit amount.
 - 6.7.2. A copy of the deposit payment receipt.
 - 6.7.3. A copy of the National Identity Card.
 - 6.7.4. A copy of a Bank account pass book or bank statement that included the bank details of the tenderer.

7. Rental Payment

- 7.1.** The operations of the respective stalls should be started within 03 months after the handover the stall, and the rent should be paid with effect from the date of signing the agreement.
- 7.2.** All issues and losses arising due to the delay in opening the stall after payment of the tender deposit shall be borne by the lessee and the tender amount shall not be refunded in the case of a stall not opened for any reason whatsoever.
- 7.3.** The monthly rent should be paid to the Revenue Division of the Municipal Treasurer's Department before the 10th of the following month, and stalls with outstanding rents for more than 03 months **will be sealed.**
- 7.4.** All amounts related to the year must be paid before 31st of December, and if outstanding rents are not paid by 31st December a penalty of 20% will be added to the rent arrears for all outstanding balances as at the date.
- 7.5.** An amount or 05% will be added annually when calculate the monthly rent of the following year and is subject to a full revision of rent in every 05 years' time. At the time the rent is so revised, the rent security deposit amount equal to 06 months withheld shall be adjusted according to the new rent amount and the remaining amount shall be paid as the rent security deposit amount is updated.

8. Issuance of licenses

- 8.1.** The successful tenderer shall obtain an annual license for each stall as a condition for trading in the given stall. This license will be valid till 31st of December of the particular year.
- 8.2.** The application relevant to obtain the license for the following year should be received before 31st of October of the previous year, and arrangements should be made to obtain the license before 31st of January of the relevant year.
- 8.3.** Licenses issued to such a person will be canceled if he is found guilty by the court for any offence under the by-laws of the council, the Consumer Protection Act or any relevant law while trading in the markets given to him.
- 8.4.** A license issued to any tenderer is non-transferable, and shall not be assigned to any third party for any reason whatsoever.

9. General Conditions

- 9.1.** The council reserves the right to impose any condition required for the tender from time to time, and the tenderer will be bound by the additional conditions so imposed.
- 9.2.** The tenderer shall comply with requirements and conditions as may be decided by the council from time to time.
- 9.3.** Before submitting the tender, the tenderers are expected to have an understanding of the physical condition and other facilities of the stall and the condition of the market where they are going to submit tenders.
- 9.4.** After physically inspecting the stall, the tenderer should be submitted with a clear understanding of its condition and the repairs to be carried out in the stall should be done by the person who is acquiring the stall.
- 9.5.** The tenderer shall not be entitled to apply for refund of tender amount or repair cost or revision of rent or any other form of reimbursement or reduction of damages or expenses for any reason after signing the contract.
- 9.6.** Under no circumstances shall these stalls be transferred to a third party on rental basis or in any other manner and earn income, which will result in repossessing the stall.
- 9.7.** Although it was assigned to a second party tenderer on the basis of rent, since this party is owned by the Colombo Municipal Council, a decision can be taken at any time on the decision of the council to take back the property, and the Colombo Municipal Council and the Western Provincial Council are vested sole right to decide whether to approve or decide on the transfer of the rental rights to another person during the contract period.
- 9.8.** The council is not responsible for any expenses incurred by the tenderer in preparing his market tender or as a result thereof.
- 9.9.** If any information in the submitted tender is found to be fault, the tenderer will be rejected and the deposit will be forfeited.

10. Remarks

The tenderer who have decided not to submit the tender documents after paying the tender deposit even so waiting to submit the tender documents and who has not enclosed all the tender documents including the deposit receipt in the first tender box before the end of the period of tender acceptance are entitled to get back the tender deposit.

Municipal Commissioner
Colombo Municipal Council



Tender Application

DUPLICATE



Colombo Municipal Council – Municipal Treasurer’s Department

Calling Tenders for Providing Stalls in Public Markets on Rental Basis - 2025

..... Public market – bearing Public market

For office use	
Name of the applicant	
Address	
Telephone No	
Application fee and receipt No.	Date
Tender deposit fee and receipt No.	Date
Issued officer	
	Accountant/ Chief MSO

After perusal of the tender documents for acquisition of the above public market stalls on rental basis for 10 years as per the conditions laid down in accordance therewith, I,(7) a resident of(6) submit (.....(8) the tender on a tender fee of Rs.(1) (Rs.(2) for obtaining.....(5) stall bearing No.(4) in(3) Public Market that belongs to the Colombo Municipal Council, on rental basis.

1. I hereby declare that I submit this tender on behalf of me and not as a nominee or agent of any other person.
2. I have read and understood the conditions and instructions of the tender from page no. 07 to 13, and if the tender is awarded to me, I further declare that I agree to be bound completely by the relevant conditions for a period of 10 years.
3. I understand that the right of making final decision on this tender is vested in the Colombo Municipal Council, and I declare that I agree with it.
4. All the information furnished by me in this tender is true and correct, and I am well aware that it may cause to reject my tender if the information provided by me is incorrect.

Signature of Tenderer

Date

Witnesses

1. 2.

Name

Address