BID NO :

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COLOMBO MUNICIPAL COUNCIL
INVITATION FOR BIDS (IFB)
OPERATION AND MAINTENANCE OF PUBLIC TOILETS

Municipal Commissioner of Colombo Municipal Council invites sealed bids for the **Operation and Maintenance of Public Toilets** at Colombo city limit as following Bid Numbers from Contactors possessing a valid Business Registration Certificate for Civil Engineering Construction and/or Maintenance work, Cleansing work, Operational work.

	Bid item	Bid No:
1.	Operation and Maintenance of Toilet at NO.21/20,Phillip Gunawardena Mawatha,Colombo 07	ME/ME/ML/03/2021
2.	Operation and Maintenance of Toilet at NO.871A, Sirimawo Bandaranayake Mawatha, Colombo 14.	ME/ME/ML/21/2021
3.	Operation and Maintenance of Toilet at NO.158, Havelock Road, Colombo 07.	ME/ME/ML/22/2021
4.	Operation and Maintenance of Toilet at NO.11, Saunders place, Colombo 11.	ME/ME/ML/23/2021
5.	Operation and Maintenance of Toilet at NO.108,Vauxhall Road,Colombo 02	ME/ME/ML/24/2021
6.	Operation and Maintenance of Toilet at NO.98,Gall Road,Colombo 05	ME/ME/ML/25/2021
7.	Operation and Maintenance of Toilet at NO.43,Gall Road, Colombo 04	ME/ME/ML/26/2021
8.	Operation and Maintenance of Toilet at NO.110B, Saunders place, Colombo 12.	ME/ME/ML/27/2021
9.	Operation and Maintenance of Toilet at NO.90, Piyadasa Sirisena Mawatha,Colombo 10.	ME/ME/ML/28/2021
10	Operation and Maintenance of Toilet at NO.17, Nagalagam Street, Colombo 11.	ME/ME/ML/29/2021
11	Operation and Maintenance of Toilet at Kirillapone near Kirillapone Market	ME/ME/ML/30/2021

Bidding document (Original & Duplicate) could be obtained by two methods.

1) Download from the CMC website (www.colombo.mc.gov.lk).

i. Non-refundable bidding document fee of Rs.1080/- for each bid can be paid by following method.

a) Any People's Bank branch to credit **People's Bank, Town Hall branch, Acc No: 167-1-001-6-3169425.**

b) Payment counters of following Municipal premises of Colombo city limit from 9.00 a.m. to 3.00 p.m. on week days.

- District Office 04,
  No: 147, High Level Road, Kirulapone,
  Colombo 06.

SECTION 1

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CONDITIONS OF CONTRACT

OPERATION AND MAINTENANCE OF TOILET AT NO.158, HAVELOCK ROAD, COLOMBO 07.

1. Work

Colombo Municipal Council has initiated the project for infrastructure development in CMC area under the Metro Colombo Urban Development Project guidance by Ministry of Defence & Urban Development. In this context, CMC has proposed and now already constructed 11 numbers of public toilets in the high standard level to serve the majority of floating population and communities in the city of Colombo.

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

The Contractor shall collect CMC approved fee from the users of these toilets.

2. Contract Period

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

3. Performance security

Selected bidder (contractor) shall provide a performance security of Rs. 25,000.00 for each toilet. This can be deposited in cash in Colombo Municipal Council or submitted as a Bank or insurance guarantee. This guarantee shall be on demand unconditional and shall be valid for a period of 25 months from the date of letter of acceptance. The guarantee shall be addressed to Municipal Commissioner. This performance security shall be forfeited for violation of conditions in the agreement and or Deputy Municipal Commissioner (Engineering Services) will be of the view that the performance of the contractor is not satisfactory. The performance security shall be submitted at the time of signing the agreement. Agreement shall be signed within 28 days of the date of Letter of Acceptance.

4. Additional security deposit

Selected bidder (contractor) shall provide a security deposit of Rs. 100,000.00 for each toilet. This can be deposited in cash in Colombo Municipal Council or submitted as a Bank or insurance guarantee. This guarantee shall be on demand unconditional and shall be valid for a period of 25 months from the date of letter

of acceptance. The guarantee shall be addressed to Municipal Commissioner. This security deposit shall be demanded to recover damages causes to the toilets. This security deposit shall also be submitted at the time of signing the agreement.

5. Electricity & water bills

Electricity and water bills of the toilet shall be paid by The Contractor

6. Award of Contract

Successful bidder will be selected on an evaluation done by the technical evaluation committee appointed by the Municipal Commissioner.
The award of the contract will be based on most economical bid price and experience of the bidder for which bidder shall submit documentary proof. Those who have experience in cleaning, maintenance, operational activities and janitorial services will be given priority.

7. Execution of the Contract

Colombo Municipal Council will then issue a Letter of Acceptance that will contain the basic terms and conditions of the contract. The notification of Letter of Acceptance will constitute the formation of contract.

8. Signing of the Agreement

On the acceptance of the award and agreeing to fulfill all the requirements, the successful bidder will enter in to a contract with the Colombo Municipal Council by signing the agreement within 28 days from the date of award.

9. Date of Commencement of Work

The successful bidder shall commence work after receiving letter of award from a date decided by the Deputy Municipal Commissioner (Engineering Services).

10. Contractor's Obligation

10.1 Sequence of Cleaning

10.1.1 General cleaning should be carried out daily. It should follow a systematic sequence to avoid areas, which were previously cleaned from becoming wet and soiled again before the cleaning process is completed.

10.1.2 The general cleaning should be divided into spot and thorough cleaning. Spot cleaning refers to the process whereby only specific areas are cleaned (i.e. those that are soiled). Thorough cleaning refers to the cleaning of the entire toilet and is usually carried out twice a day.

10.1.3 The sequence of cleaning should follow this checklist:

(a) Replace all expendable supplies

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

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

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

Wall/Floor (ceramic, granite and marble tiles)	Use netral-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

Soap/Liquid soap should be available to use of customers

10.1.6 Properly trained and certified toilet cleaners should be employed to perform the task. Well trained supervisors with the right knowledge and skills should also be employed to effectively supervise the cleaners. Instructions in simple form should be displayed for proper use of toilet.

10.1.7 Different equipment for different joints and corners, as well as different disinfectants, should be used in the cleaning of different sanitary wares

and fittings. Different equipments such as mops should be used for urinals/commodes/squatting pans, wash basins, walls and floors. All equipment should be kept clean after each use.

10.2 The Successful bidder shall keep public toilets in a clean and sanitary condition strictly confirmed to the rules and by laws of Colombo Municipal Council for health and sanitation at all times of the period of operation and maintenance.

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

item	Activity	Frequency
Floor	Hand scrub, wash & mop to ensure removal of soil keep the dry condition.	Daily
Wall	Hand scrub, wash to ensure removal of soil from grouting.	Fortnightly
Wash Basins	Scrub with scrubbing pad to remove stubborn stains	Daily
Toilet Bowls & Urinals, Water closets, Commodes	Scrub with scrubbing pad to remove stubborn stains Scrub beneath rim to ensure removal of yellow stains	Daily
Glass/Mirror	Wipe clean to remove dusts	weekly
Soap Dispenser	Dismantle and check/clear chokes	weekly
Exhaust Pans	Wipe clean to remove dusts	weekly

10.4 Washroom inspection card will be issued by the Colombo Municipal Council. Representatives of Deputy Municipal Commissioner (Engineering Services) from Works Division of Colombo Municipal Council shall make daily site visits to the toilet. Each time when visited, the performances of the contractor are judged and if unsatisfactory as per wash room inspection card a penalty of **Rs. 2,000.00** will be charged from the Contractor for each inspection.

10.5 The Successful bidder shall maintain a log book for each toilet locations. This log book shall always be available at each toilet locations for log

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entries and if the log book is not available for log entries and reference, a penalty of **Rs. 5,000.00** will be charged from the Contractor for each inspection.

10.6 The Successful bidder shall keep all of his belongings such as equipments, tools, materials etc. in a place provided for such purpose so that such items are not visible to users.

10.7 The Successful bidder shall inform Deputy Municipal Commissioner (Engineering Services) for any damages happen to any part of the toilet so that it can be rectified. Colombo Municipal Council will rectify the same.

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

10.9 The Successful bidder shall not sublet the public toilets to any person for maintenance & operation.

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

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

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

10.13 Toilets shall be kept opened from 5.00 a.m. to 9.00 p.m. every day. In Places, where community uses toilets should be kept open for 24 hours. These opening times shall vary from time to time and any change of time is to be decided by Deputy Municipal Commissioner (Engineering Services) of Colombo Municipal Council, the contractor shall not be paid any full or partial losses occurred in such cases.

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

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

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

10.17 The contractor shall allow respective District Engineer or Medical officer of health or their staff or any other authorized officer to inspect the public toilet during the Contract period. Respective District Engineer shall submit a monthly report to Director Engineering (Works) with a copy to Director Engineering (Projects) regarding the condition of each toilet and performances of the contractor in each toilet.

10.18 Colombo Municipal Council shall have the right to terminate the contract in case of breach of any conditions laid herein.

10.19 The Selected bidder shall not be allowed whatsoever to execute any other work or business in the toilet locations and should not allow any person/party to reserve any toilet.

10.20 The successful bidder shall be responsible to ensure that their employees will be courteous and obliging to ensure proper behavior and will be responsible to ensure above effectively. However council will keep on records such complains in future reference and to disqualify for future tenders of this nature.

10.21 The successful bidder shall replace all the taps,showers,bidet sprays when those are broken.

10.22 The successful bidder shall paint the toilet once during the maintenance period.

SECTION 2

BIDDING CONDITIONS FOR TENDER FOR OPERATION AND MAINTENANCE OF TOILET AT NO.158, HAVELOCK ROAD, COLOMBO 07.

1. **Eligibility of Bidders**

   Eligible bidders are those who possess a valid business registration certificate for cleansing, maintenance work and providing janitorial services.

2. **Method of Bidding**

   Colombo Municipal Council hereby invites bids from reputed bidders for the above under option A or Option B. Bidder should select proper Option from the option A or Option B for each toilet and should be submit their bids. At the evaluation first priority will be given to the bidders who are bidding under Option A and highest offer given for Option A will be the successful bidder for this project. If no one bided under Option A then the Option B bids will be opened and forwarded for evaluations. Lowest bidder of the option B will be the successful bidder.

   Option A

   - Contractor to collect revenue from users
   - Contractor has to pay all utility bills such as water and electricity
   - Contractor has to attend janitorial services and general maintenance.
   - Monthly amount shall be paid to CMC by contractor.

   Option B

   - Contractor to collect revenue from users
   - Contractor has to pay all utility bills such as water and electricity
   - Contractor has to attend janitorial services and general maintenance.
   - Monthly amount shall be paid to contractor by CMC.

   The office for collection of bid forms and inspection of bidding documents is contracts branch of the Project Management Division of Colombo Municipal Council.

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Bidders may obtain further information from and inspect the bidding documents at the office of Director Engineering (Projects), Town Hall, Colombo, Tel: 0112602403.

A complete set of bidding documents may be purchased by any bidder on the submission of written application to the Director Engineering (Projects), Project Division, Municipal Engineer's Dept. Town Hall, Colombo 07, and upon payment of non refundable fee of Rs. 1,080.00 inclusive of VAT & ~~NBT~~.

Bidders shall submit their bid in the form of bid issued with the bidding documents.

Issue of bidding documents will be stopped at 10.00 a.m. on the day mentioned in the tender notice and it is the responsibility of the bidder to make payments early at the shroff counters and collect the bidding documents before 10.00a.m.

3. **One Bid per Bidder**

Each bidder shall submit only one bid for one toilet under one option, either individually or as a partner in a joint venture. **No bids are allowed for one toilet under both 2 options.**

4. **Qualification of Bidders**

Bidders must be capable of complying with all the terms and conditions and shall submit originals or true copies of under mentioned documents with the quotations.

(a) A true copy of the certificate of incorporation, and the memorandum of article in case of a limited liability company.

(b) A true copy of the certificate of registration of a firm, in case of a partnership.

(c) A true copy of the certificate of registration of an individual business

(These documents shall be checked with the relevant authorities)

5. **Bid Security.**

Each Bidder shall submit a bid security worth of **Rs. 25,000.00 or more per each toilet and valid till 210 days** from the date of closing the bids. The bid security shall be a bank guarantee from a commercial bank registered in Central Bank of Sri Lanka or an insurance guarantee from a reputed insurance company in Sri Lanka acceptable to Colombo Municipal Council. Such bid security shall be on

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demand and unconditional. Any bid without a bid security or with a bid security not fulfilling the above conditions will be rejected.

The Employer shall reject any bid not accompanied by an acceptable bid security with the submission of the bid.

The bid securities of unsuccessful bidders will be returned, after the signing of the agreement with successful bidder. The bid security of successful bidder will be returned when the bidder has signed the agreement and furnished the required performance security.

The bid security may be forfeited

(a) If the bidder withdraws his bid during the period of bid validity;
(b) If the bidder does not accept the correction of arithmetical mistakes of his bid price.
(c) in the case of successful bidder, if he fails within the specified time limit to
    i. Sign the agreement
    ii. Furnish the required performance security

6. Bid Documents

The prospective bidder shall submit the following as part of the completed set of bid documents.

(a) Conditions of contract (section 1)
(b) Bidding Condition (section 2)
(c) Form of Bid (section 3) Bid should be submitted only in the form issue with tender documents.
(d) Information of Bidders (section 4)
(e) Correct bid security. (section 5)

The Bids shall be submitted in two copies in two envelopes clearly marked as **"ORIGINAL" & "DUPLICATE" and at the top left side of the envelop it should be mention the Option A or Option B**

Bid shall be submitted only in the form issued with tender documents.

Note: - All the above documents shall be submitted with the tender and any bid without such documents at the time of opening the bids will be rejected.

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7. **Submission of Bids**

Bids must be placed in the tender box provided in the room of Municipal Secretary, Colombo Municipal Council, Town Hall, Colombo 7 on or before at 10.00 a.m. on 30.03.2021. Bids sent by post will be rejected

8. **Late Bids**

Any bid received by the employer after the deadline for submission of bids prescribed in will be rejected and returned unopened.

9. **Opening of Bids**

The Employer will open the bids under Option A first, including modifications in the presence of the bidders authorized representatives who choose to attend at the time and in the place specified in the bidding conditions. The bidders' representatives who will be present shall sign their attendance and names of the participating bidders will be announced.

The bidder's names, the bid prices or any addition to the offered price, bid modifications the presence or absence of bid security, and such other details as the employer may consider appropriate, will be announced by the employer at the opening.

If no bidders were bided under Option A, then Option B bid will be open by the Employer including modifications in the presence of the bidders authorized representatives who choose to attend at the time and in the place specified in the bidding conditions

10. **Evaluation Process**

Qualified bidder will be selected on an evaluation done by the technical evaluation committee based on the given specification. At the evaluation first priority will be given to the bidders who are bidding under Option A and highest offer given for Option A will be the successful bidder for this project. If no one bided under Option A then the Option B bids will be evaluating. If that case, Lowest bidder of the option B will be successful bidder. The decision of the technical evaluation committee will be the final and conclusive. No bidder has the right to challenge the decision of the technical evaluation committee

Any bid may be rejected for any one or more of the following reasons:

(a) If any altered and / or erasures are not authenticated and if there are any irregularities of any kind.
(b) If they are conditional or incomplete.

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(c) If they fail to comply with any of the requisite conditions.
(d) If the bid bond is not attached with the bid submission.

The CMC reserves the right to reject any or all bids and waive any requirements when in the opinion of the Colombo Municipal Council such rejection or waiver will be in the best interest of the Colombo Municipal Council. In the event the Colombo Municipal Council rejecting all tenders submitted, it reserves the right to re-advertise for new tenders.

11. Employer's right to accept any bid and to reject any or all bids.

The CMC reserves the right to accept or reject any bid or part of the bid and reject all bids at any time prior to award of Contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the CMC's action.

If the selected bidder and the CMC fail to reach an agreement during negotiations, the council reserves the right to reject the same and proceed to select the bidder who has forwarded next acceptable offer. This process will be repeated if necessary for subsequent offers.

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SECTION 04
INFORMATION OF BIDDERS

1. **Organizational structure**

   (a) Name of Bidder :

   (b) Name of Organization :

   (Individual/ Company/ Partnership or other Organization)

   (c) Telephone Number :

   (d) E mail Address:

   (e) Fax Number :

2. **Bidder's experience**

   Bidder shall provide details of all current and past experiences in parking management or operational and management of rental collection projects assigned. Also submit the certified copies of awarding letters of these projects.

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3. **General Program of Operation**

   The Bidder should explain the general program of the operation of the contract and should include the following specific information and any other information, which the bidder may consider relevant

   24.1 Name and experience of the Manager proposed for this operation, number of personal likely to be employed

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

Signature of Bidder: .....

Rubber Stamp: .....

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SECTION 03

FORM OF BID

Name of Contract:

To: Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 7.

No.	Location of toilets	**Option A:** Monthly payment pay to CMC by contractor (Rs.)	**Option B:** Monthly payment required from CMC (Rs.)	No of months	Total Amount Rs.
01	Operation and Maintenance of Toilet at NO.158, Havelock Road, Colombo 07.			24	
		Total without VAT			
		Add: 8 % VAT			
		Total with VAT			

Amount of my bid price (In words) is Rs. .....

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I hereby agree that I submit this bid agreeing with given conditions of contract and I know that Colombo Municipal Council has the right and authority to select any bidder or reject any bidder under any circumstances and I have no right to challenge Colombo Municipal Council in this regard.

Signature of the bidder: .....

Rubber Stamps:

Date: .....

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FORM OF BID SECURITY

---------- *[insert issuing agency's name, and address of issuing branch or office]*

Beneficiary :Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 7

Date :---------- *[insert (by issuing agency) date]*

BID GUARANTEE No: ---------- *insert (by issuing agency) number]*

We have been informed that ---------- *[insert (by issuing agency) name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated ---------- *] insert (by issuing agency) date]* (hereinafter called "the Bid") for improvements to ---------- (insert name of contract)for Bids No. ---------- (insert reference number of the bid).

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ---------- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---------- *[insert amount in figures]* ---------- ---------- *[insert amount on words]* 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 instructions to Bidders (hereinafter "the ITB");or
c) Having been notified of the acceptance of its Bid by the Employer 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 ITB.

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 the successful bidder furnishing the performance security, 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(s) and name(s) of authorized representative(s)]