



**CLEANING & JANITORIAL SERVICE FOR THE  
AVIATION REFUELLING TERMINAL, KATUNAYAKE  
FOR THE YEAR 2019**

**B/67/2018**

**CEYLON PETROLEUM CORPORATION**

**BIDDING DOCUMENT**

**2018**

## **TENDER NOTICE**

### **CEYLON PETROLEUM CORPORATION**

#### **CLEANING & JANITORIAL SERVICE, AVIATION REFUELLING TERMINAL, KATUNAYAKE FOR THE YEAR 2019**

**B/67/2018**

The Chairman, Departmental Procurement Committee (PC) of Ceylon Petroleum Corporation will receive sealed bids from reputed organizations for the above.

Bidders who have past experience in similar services may collect the Bidding Documents from my office on payment of Rs. 1,000.00 (i.e Rs. **852.51 + 2% NBT + 15% VAT**) which is non-refundable. Bidding Documents will be issued up to **1500 hrs. on 25.09.2018**. The Bid will be closed at **1400 hrs. on 26.09.2018** and bids received will be opened immediately thereafter.

Bidder or his representative will be permitted to be present at the time of opening the bid.

The duly completed Bidding Document may be deposited in the tender box available in my office or sent by registered post to the address given below to reach us before the date and time of closing of the bid.

Bidding document could be inspected free of charge in my office until **25.09.2018**. Clarifications, (if any), shall be sought from the Engineering & Premises Manager over the Tel. No. 011 5455132 or from my office over Tel. Nos., 5666225/5455330 (Fax : 5455424).

Note : A site visit will be conducted at **10.00 hrs. on 18.09.2018** in the Aviation Refueling Terminal of CPC. It is a mandatory requirement for interested bidders to participate for the site visit.

Chairman,  
Departmental Procurement Committee,  
C/o Manager (Procurement & Stores),  
Procurement & Stores Function,  
Ceylon Petroleum Corporation,  
1<sup>st</sup> Floor, No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09.

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# 01. INSTRUCTIONS TO BIDDERS (ITB)

## 1.1 Introduction :

- 1.1.1 Chairman, Department Procurement Committee (Minor), Ceylon Petroleum Corporation (CPC) is calling bids from Contractors in Sri Lanka for **the Cleaning & Janitorial Services for Aviation Refueling Terminal at Katunayake.**
- 1.1.2 The period of Contract shall be **12 Months from the date of commencement of the work.**

## 1.2 Basis of Bid

- 1.2.1 Bids are to be forwarded on the basis for **the Cleaning & Janitorial Services for Aviation Refueling Terminal at Katunayake.**
- 1.2.2 Additional services provided by the Bidder not covered in this Invitation to Bid shall be stated clearly. If no exceptions are stated, CPC would assume that Bidder conforms to the most stringent conditions of the Bidding document.
- 1.2.3 Bids are to be forwarded for **the Cleaning & Janitorial Services for Aviation Refueling Terminal at Katunayake** as per the Scope of Work stipulated in the Bidding Document.

## 1.3 Issue of Bidding Documents

- 1.3.1 Bidding documents will be issued up to **1500 hrs. on 25.09.2018.** Bidders shall purchase the Bidding documents, by making a nonrefundable payment of Rs 852.51 + 2% NBT + 15% VAT (i.e Rs. 1,000.00), from the Manager (Procurement & Stores) CPC, 1st Floor, No. 609, Dr. Danister De Silva Mawatha., Colombo 09.

- 1.3.2 Bidding Document will consist of the followings;

- Instructions to Bidders (ITB)
- Conditions of Contract (COC)
- Scope of Work
- Schedule of Prices
- Form of Bid
- Form of Bid Security Guarantee
- Form of Agreement
- Form of Performance Security Guarantee

## 1.4 Documents to accompany the Bid

- 1.4.1 All Bidders shall furnish following documents along with their Bids. All documents shall be furnished in English language.
- Company Profile including the Bidders' experience in last five years.
  - Experience in Janitorial Service in last 03 Years (2015, 2016, 2017) including the period of contract, details of Contact Nos. and Name of Clients.
  - Past performance – Bidders should forward past supply records for the last three (03) years of value over **Rs. 05 (Five) million.**

- Schedule of Prices duly completed and signed.
- Form of Bid (**Annex A**) duly completed and signed.
- Form of Bid Security (**Annex B**).

## 1.5 Sealing and marking of Bids

- 1.5.1 Bids shall be submitted in duplicates as per the conditions specified in this Bidding Document. The original and the duplicate of the Bid shall be placed in separate envelopes marked 'ORIGINAL' and 'DUPLICATE'. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked "**BID FOR THE CLEANING & JANITORIAL SERVICES FOR AVIATION REFUELING TERMINAL AT KATUNAYAKE**" on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs on 26.09.2018** (to be completed with the time and date specified in the Bidding Document) and shall be addressed to:

Departmental Procurement Committee,  
Ceylon Petroleum Corporation,  
Bid for the Cleaning & Janitorial Services for Aviation Refueling Terminal at  
Katunayake,  
Procurement & Stores Function,  
1<sup>st</sup> Floor, No. 609,  
Dr. Danister De Silva Mawatha,  
Colombo 09.  
Sri Lanka.

- 1.5.2 If the outer envelope is not sealed and marked as required above, CPC will assume no responsibility for the Bids being misplaced or premature opening. If the outer envelope discloses the Bidder's identity, the CPC will not guarantee anonymity of the Bid submission but this disclosure will not constitute grounds for Bid rejection.

## 1.6 Period of validity of Bids

- 1.6.1 All offers shall be valid for a **minimum period of Seventy Seven (77) days (i.e. 12.12.2018)** from the closing date of the Bid. Bidders should however, clearly indicate the maximum period that their offers would be valid. **A Bid valid for a shorter period will be rejected as non-responsive.**

## 1.7 Format and Signing of Bids

- 1.7.1 The Bidder shall prepare an Original and a Duplicate of the Bid specified above, clearly marking as, "**Bid for the Cleaning & Janitorial Services for Aviation Refueling Terminal at Katunayake**" Original and duplicate as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.
- 1.7.2 The Original and the Duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the Bidder, or person(s) duly authorized to bind the Bidder to the Contract. **All pages of the Bid except for un-amended printed literature shall be initialed by the person(s) signing the Bid.**

1.7.3 Any inter lineation, erasures or over-writing shall be valid only if they are initialled by the person(s) signing the Bid.

## **1.8 Clarification of Bidding Document**

1.8.1 A prospective Bidder requiring any clarification of the Bidding Document should notify CPC in writing by hand or post or facsimile at the CPC's mailing address indicated in the sub clause 1.5 of the Instruction to Bidders of the Bidding Document. Similarly if a Bidder feels that any important provision is unacceptable, such objection should be raised at this stage. CPC will respond in writing to any request for clarification or modification of the Bidding Document that is received not later than Seven (07) days prior to the deadline of submission of Bids prescribed by the CPC. Copies of the CPC's response will be sent to all prospective Bidders who have collected Bidding Documents.

## **1.9 Deadline for submission of Bids**

1.9.1 Chairman, Procurement Committee, CPC must receive Bids at the address specified in **ITB Clause 1.5**, not later than the **1400 hrs. on 26.09.2018**. Chairman, Procurement Committee, CPC may, at his discretion, extend this deadline for submission of Bids, by amending the Bidding Documents, in which case all rights and obligations of CPC and the Bidders will thereafter be subjected to the deadline as extended.

## **1.10 Late Bids**

1.10.1 Any Bid received by the Chairman, Procurement Committee and CPC after the deadline for submission of Bids, will be rejected and returned unopened to the Bidder.

## **1.11 Modification, Substitution & Withdrawal of Bids**

1.11.1 The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the CPC, prior to the deadline prescribed for Bid submission. The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:

- a) The Bidders shall provide an Original and a Duplicate, as specified in **the ITB clause 1.7**, of any modifications to his Bid, clearly identified as such in two envelopes, duly marked "**Bid for the Cleaning & Janitorial Services for Aviation Refueling Terminal at Katunayake**". The envelopes shall be sealed in an outer envelope, duly marked "**BID MODIFICATIONS**".
- b) A Bidder wishing to withdraw his Bid shall notify the CPC in writing prior to the deadline prescribed for the submission of Bids. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand not later than the deadline for submission of Bids. The notice of withdrawal shall be addressed to the: -

Chairman,  
Departmental Procurement Committee,  
Ceylon Petroleum Corporation,  
Bid for the Cleaning & Janitorial Services for Aviation Refueling Terminal at  
Katunayake,  
1<sup>st</sup> Floor, No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09.  
Sri Lanka.

Bearing the Bid name and the words “**BID WITHDRAWAL NOTICE**”. Bid Withdrawal notices received after the deadline for submission of Bids will be ignored, and the submitted Bids will deem to be valid.

## **1.12 Closing of Bids**

1.12.1 Bids, sealed and addressed as aforesaid, shall be sent under Registered Cover to reach:

Chairman,  
Departmental Procurement Committee  
Ceylon Petroleum Corporation  
Bid for the Janitorial Services for Aviation Refueling Terminal at Katunayake.,  
1<sup>st</sup> Floor,  
609, Dr. Danister De Silva Mawatha,  
Colombo 09,  
Sri Lanka.

1.12.2 Not later than **1400 hrs Sri Lanka local time on 26.09.2018**, If the Bidders or their representatives choose not to send their Bids under Registered Cover, they could deposit such Bids in the Bid Box provided for this purpose at the office of the

Manager (Procurement & Stores),  
Procurement & Stores Function,  
Ceylon Petroleum Corporation,  
1<sup>st</sup> Floor, No. 609,  
Dr. Danister De Silva Mwt.,  
Colombo 09.  
Sri Lanka.

## **1.13 Opening of Bids by CPC**

1.13.1 Bids will be opened immediately after the closing date and time fixed for receipt of Bids, at the,

Manager (Procurement & Stores) Office,  
Ceylon Petroleum Corporation,  
1<sup>st</sup> Floor, No. 609,  
Dr. Danister De Silva Mawatha,  
Colombo 09.  
Sri Lanka.

Or such other place as arranged if the Manager (Procurement & Stores) Office is not available.

1.13.2 The Chairman, Procurement Committee, CPC or his nominated representative will open the Bids, in the presence of the Bidders and / or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and / or their representatives shall sign a register as proof of their attendance.

1.13.3 The Bid prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bids will not be entertained and will be returned unopened to the Bidder.

1.13.4 Bids (and modifications sent pursuant to ITB Sub Clause 1.11 that are not opened will not be considered for evaluation, regardless of the circumstances.

#### **1.14 Bid Security Guarantee**

1.14.1 The bidder shall furnish as part of its Bid, a bid security or bid securing declaration to a value of Rs. 40,000.00 obtained from a Commercial Bank operate in Sri Lanka or an Insurance institute registered under the Insurance Board of Sri Lanka or by making a cash deposit to the CPC.

1.14.2 The Bid Security Guarantee should be valid for hundred and Seven (107) days (i.e. until 11.01.2019) from the date of closing of Bid. A form of Bid Security Guarantee is attached in Annex "B".

1.14.3 Any Bid not accompanied by a substantially responsive bid security or bid-securing declaration or a cash deposit in accordance with this clause, shall be rejected.

1.14.4 The bid security or bid securing declaration of the unsuccessful bidders shall be returned promptly upon the successful bidder furnishing the performance security.

1.14.5 The bid security may be forfeited or the bid securing declaration executed:

- (a) If a bidder withdraws its bid during the period of bid validity specified by the bidder on the Form of Bid; or
- (b) If the bidder does not accept the correction of its bid price pursuant to ITB sub-clause 1.17.
- (c) If the successful bidder fails within the specified time to:
  - (i) Sign the Contract; or
  - (ii) Furnish the required Performance security.

#### **1.15 Schedule of Prices**

1.15.1 Bidders are required to duly sign and return the "Schedule of Prices" indicating their quoted Bid prices and the validity period of the offer etc.

1.15.2 Prospective Bidders are requested to submit their offers in Sri Lankan Rupees.

1.15.3 Offers not submitted on the prescribed form and in the manner required are liable for rejection.

#### **1.16 Preliminary Examination of Bids**

1.16.1 CPC will examine the Bids to determine whether they are complete, any computational errors have been made, whether the documents have been properly signed, and the Bids are generally in order. If not, CPC may at its discretion call clarifications from the Bidder. The request for clarification and the response shall be in writing within one week's form the



clarifications and no change in the price or substance of the Bid shall be sought, offered or permitted.

### **1.17 Correction of Errors**

1.17.1 Bids determined to be substantially responsive will be checked by the CPC for any arithmetic error. Errors will be corrected by the CPC in the following manner;

- a) Where there is a discrepancy between the amount in figure and the amount in words, the amount in words will govern;
- b) Where there is a discrepancy between unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the CPC there is an obvious gross misplacement of the decimal point in the rate, in which case the line item total as quoted will govern, and the unit rate will be corrected;
- c) Where the corrected Bid price is lower than the quoted bid price; the corrected amount will be considered as the Bid price. If the adjusted price is higher than the quoted price, the quoted bid price will be considered as the Bid price. The rates will be adjusted with the concurrence of the bidder to reach the quoted bid price.
- d) If the bidder does not agree for corrected amount of bid, his Bid shall be rejected and the bid security may be forfeited or bid-securing declaration executed in accordance with clause 1.14.

### **1.18 Evaluation and Comparison of Bids**

1.18.1 CPC will carry out a detailed evaluation of the Bids, to determine whether the Technical aspects are properly addressed, and the Bids are substantially responsive. Followings will be considered for evaluation.

- a) **Technical Evaluation:** All details requested under sub-clause 1.4 of “Instruction to Bidders” and specification and other technical information requested in this document shall be considered.
- b) **Financial Evaluation of Bids:** In evaluating the bids, CPC will determine for each bid the evaluated Bid price by adjusting the Bid Price as follows:
  - (a) Making any correction for errors;
  - (b) Excluding the provision, if any, for contingencies;
  - (c) Making an appropriate adjustment for any other acceptable variation or deviations; and
  - (d) Making appropriate adjustment to reflect discounts offered.

1.18.2 CPC reserves the right to accept or reject any variation or deviation.

1.18.3 Examination for unbalanced bids; if CPC determines that the bid is unbalanced and hence the bidder may fail in the performance of his obligations in some items with the quote rates, a higher performance security as determined by CPC may be requested to mitigate such risks.

## **1.19 Procurement Committee's right to accept or reject any or all Bids**

- 1.19.1 The CPC Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.
- 1.19.2 The CPC Procurement Committee reserves the right to reject any or all Bids or any part thereof, without assigning any reasons. The CPC Procurement Committee may accept any or all items of an offer, and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.
- 1.19.3 The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding Document, soon after the decision of CPC Procurement Committee.

## **1.20 Award Criteria**

- 1.20.1 Subject to sub-Clause 1.18 of ITB, the CPC Procurement Committee will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive lowest evaluated Bid provided that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 1.20.2 The successful Bidder will be called upon to perform the Contract for Cleaning & Janitorial Services for Aviation Refuelling Terminal at Katunayake., or part there off conforming to the scope of work.
- 1.20.3 The Successful bidder will be called upon to enter in to an Agreement with CPC. A Specimen Form of Agreement is attached as annexure – C.

## **1.21 Site Visit**

- 1.21.1 The bidder, at the bidder's own responsibility and risk is encouraged to participate for a site visit scheduled to be held at 10.00 hrs. on 18.09.2018. The bidders shall send their authorized representative to participate for this site visit.

## **1.22 Security Clearance**

- 1.22.1 The successful Bidder shall have to meet all the security requirements required by the government security measures since the Terminal is located in a high security zone. All the employees engaged by the prospective contractor shall obtain security clearance of National Intelligence Bureau (NIB).

# 1. CONDITIONS OF CONTRACT

## 1.1 Priority of Documents

- 1.1.1 The documents forming the Contract are to be taken as mutually explanatory of one another;
- 1.1.2 The priority of the documents shall in accordance with the order as listed below:
  - (a) The Contract Agreement
  - (b) The Letter of Acceptance
  - (c) The Contractor's Bid
  - (d) The Conditions of Contract
  - (e) Scope of Work
  - (f) Schedule of Prices

## 1.2 Performance Security:

- 1.2.1 Within 14 days from receipt of the "Letter of Award", the Contractor shall deliver to the Employer a Performance Guarantee amounting to 10% of the Contract price, in the form of a Bank Guarantee or as a cash deposit to Ceylon Petroleum Corporation.
- 1.2.2 If the Performance Guarantee provided by the successful Bidder is in the form of a Bank Guarantee, it shall be issued as per Annexure "D", by a Commercial Bank operated in Sri Lanka and, acceptable to the Employer.
- 1.2.3 If the Successful Bidder fails to comply with the requirements of sub-Clause (1.2.1 & 1.2.2), it shall constitute sufficient grounds for cancellation of the award and forfeit the Bid Guarantee.

## 1.3 Mode of Payment

- 1.3.1 Payments will be done on monthly basis, based on the "Schedule of Prices" of the document.

## 1.4 Penalty Charge

- 1.4.1 A penalty charge up to maximum of 5% of the monthly bill will be charged for any shortcomings noted during the month and the same will be informed to the contractor.

## 1.5 Defaults by Successful Bidder

- 1.5.1 If the successful Bidder, defaults in supplying the said service or otherwise commit a breach of any of the provisions in the Contract with CPC for the contract "Cleaning & Janitorial Services for the Aviation Refuelling Terminal at Katunayake", he shall be liable to pay to CPC all losses, damages and expenses incurred by CPC, in consequence of such default or breach. Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this Bid.

## 1.6 Security Clearance

- 1.6.1 The selected companies shall take the full responsibility of their employees especially with regard to the CPC property and other security requirements required by the government

security measures since the Terminal is located in a high security zone. All the employees engaged by the prospective contractor shall obtain security clearance of National Intelligence Bureau (NIB). Extra NIB security cleared employees shall be in their pool at the time of awarding the tender to maintain the number of employees as per the sub-clause 1.13.2 of COC in the site to cover up any absenteeism.

## **1.7 Termination**

- 1.7.1 If any shortcomings of the cleaning service are noticed, a warning letter will be issued explaining the shortcomings of the service. The service will be closely monitored for a period of one month from the date of the warning letter is issued. If the service is not improved by the Successful Bidder, CPC reserves the right to terminate the contract within a period of one month from the date of notice is given.

## **1.8 Working Days & Hours**

- 1.8.1 Working days of this contract will be from Monday to Saturday excluding public holidays. Working time during week days will be from 7.00 am to 4.15 pm and on Saturday from 7.00 am to 4.00 pm.

## **1.9 Scope of Supply by the Contractor**

- 1.9.1 All salaries & wages, overtime, EPF, ETF and other relevant payments to the employees of the contract or to be done by the successful bidder. CPC will not be responsible for workers employment or their payments.

## **1.10 Force Majeure:**

- 1.10.1 Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion Revolution Insurrection, Earthquake or Plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with this service contract.

## **1.11 Arbitration**

- 1.11.1 Any dispute, difference, controversy, claim arising from out of or in connection with this contract or on the interpretation thereof or on the rights, duties obligations or liabilities of any parties thereto or on the operation, breach, termination or invalidity thereof shall be resolved by Arbitration in Colombo, Sri Lanka and shall be governed by Sri Lankan Arbitration Act No. 11 of 1995 by three (03) Arbitrators and the third (03<sup>rd</sup>) Arbitrator shall be appointed by two Arbitrators appointed by the parties.

## **1.12 The Period of the Contract**

- 1.12.1 The period of this contract shall be one year commencing from the date of commencement of the work.
- 1.12.2 The contractor shall undertake the due performance of the contract during the period of the contract in accordance with the schedule of work.

## **1.13 Special Conditions of the Contract**

- 1.13.1 The contractor shall not, without written consent of the Ceylon Petroleum Corporation (CPC) assign or subject the whole or any portion of the work stipulated in this contract. CPC reserves itself the right to refuse to recognize a Power of Attorney issued by a contractor to any person authorizing him to carry out on the contractor's behalf.

- 1.13.2 The Contractor shall be required to provide sufficiently trained staff to perform the said contract. CPC shall propose to deploy one no. of supervisor (full time) and 5 nos. of cleaning staff (full time) including two males (full time) to cover up intended work scope. The staff shall be conversant with the general cleaning methods and the type of equipment, tools, materials and consumables.
- 1.13.3 The Contractor should provide required chemicals, machinery and other tools for cleaning with his staff sufficiently, as a part of the contract.
- 1.13.4 The Contractor shall, in the event that any part of the work carried-out by him is reported by the Manager (Aviation Operations) of CPC or his authorized officers to be unsatisfactorily or improperly done or to be incomplete, re-do the said items of work according to the advice received from such officers whether orally or in writing.
- 1.13.5 All employees engaged by the Contractor who are assigned to perform this contract shall obtain Security Clearance subject to Directorate of National Intelligence Bureau clearance and shall be issued with entry permits by the Chief of Security Airport & Aviation Services (Sri Lanka) Limited (AASL). Where all passes should be recommended by Manager (Aviation Operations) of CPC.
- 1.13.6 The Contractor shall not employ any person without obtaining an entry permit. Any Airport Security permits issued by AASL to the contractor for his employees shall remain the full responsibility of the contractor. The pass holder and the contractor shall be liable for all rules and regulations adopted by AASL in issuing entry permits at Bandaranaike International Airport – Katunayake.
- 1.13.7 The Contractor shall be responsible for collecting of any permit from an employee of the contractor, who has been terminated or resigned whose service period with the contractor has expired and immediately surrender it to the Manager (Aviation Operations) of CPC to handover to the Chief of Security Services – AASL.
- 1.13.8 The Contractor shall ensure that his workmen carry out the work with due regard to the safety of property and personnel and will be liable for any damages to property and injury of death to persons caused by his workmen in the course of their work in the Ceylon Petroleum Corporation Aviation Terminal premises.
- 1.13.9 If the Contractor, in the opinion and determination of the Manager (Aviation Operations) of CPC:
  - a. Does not or is not executing the contract properly and/or in accordance with the requirements of the contract or
  - b. Abandons the Contract:

It shall be lawful for the CPC to

    - a. Take such action as it deems fit so as to ensure the execution of the work in a satisfactory manner.
    - b. Terminate the contract immediately and engage other contractor on the same contract as it thinks fit to carry out the contracted services for the balance period of the contract.
- 1.13.10 The Contractor shall provide sufficient suitable uniforms (clean & tidy uniforms including shoes) at its own cost for all contractors' staff employed for this contract. All Janitors should wear their uniforms during the duty hours.

- 1.13.11 The Contractor shall ensure that none of his staff engages in any activity, illegal, unsafe or otherwise unacceptable to Ceylon Petroleum Corporation, Airport and Aviation (Sri Lanka) Limited, Sri Lanka Air Force and other service providers at Bandaranaike International Airport. Any employee of the contractor observed to be or proved to have been engaged in any illegal or unauthorized activity or in any improper behavior shall have to be immediately removed from the Airport premises and shall not be engaged in this contract any further.
- 1.13.12 The Contractor shall ensure that its employees engaged within the high security zones of Bandaranaike International Airport are without criminal or other convictions in a Court of Law. It shall also ensure their proper behavior in the Airport Premises.
- 1.13.13 The Contractor shall provide to the Operations Manager (Aviation) of CPC with the personnel details of each and every employees assigned to work in the CPC Aviation Terminal Premises with the copies of relevant security clearance reports.
- 1.13.14 CPC may extend the period of contract with the consent of the contractor depending on contingency requirement.
- 1.13.15 Sorting out the labor related matters shall be the sole responsibility of prospective Contractor.
- 1.13.16 CPC shall not be responsible or liable for any damage that may be incurred by the Contractor as a result of war, disturbances, strikes, lockouts, epidemics, earthquake, fire, storms, floods or other circumstances beyond the control of CPC.
- 1.13.17 All rates quoted by the contractor shall be firm and not subject to variation during currency of the contract. All the duties, taxes and other levies payable by the contractor shall be included in the rates, prices and total bid price submitted by the bidder. Contract price adjustments and price variations are not entertained once contract agreement is signed.
- 1.13.18 The CPC shall pay the Contractor for satisfactory and due performance of the contract services. If adequate workers are not attended for providing intended service in a particular month, payment for the same month is done in pro-rata basis by calculating attendance.
- 1.13.19 This contract may be terminated by either party given 01 (One) month notice to the other party in writing it desire to terminate the contract.

## **2. SCOPE OF WORK**

### **2.1 Daily Cleaning Services**

- 2.1.1 Sweeping and cleaning of all floor areas (Office Areas, Rest Rooms, Pump Houses, Garage, Generator Room, Electrical Substation Rooms, Stores office, Q.C Office, Fire section and Security Huts) and collecting garbage to identified location within the terminal premises.
- 2.1.2 Dry dusting of office furniture, equipment and rearranging them in proper order and dusting, cleaning and disinfecting of telephones with the suitable disinfectant.
- 2.1.3 Removing dusting of walls, partitions & fittings, cleaning of glass partitions, windows and other glasses with a suitable glass cleaning solution in order to keep free of finger prints, stains, smudges and also to maintain a clear appearance.
- 2.1.4 Mopping of tiled floor area with a suitable solution in inner office, cubicles/rooms, receptionist area, rest rooms, meal rooms etc. In additional scrubbing, buffing, removal of hard stains and spills shall also be undertaken.
- 2.1.5 Toilets-Mopping of toilet areas, the cleaning entails the heavy duty scrub down of toilet floors, walls, bathroom fittings, commodes, and squatting pans...etc and disinfecting & spraying of Air-fresheners throughout the day to maintain a hygienic condition. Cleaning shall be carried out at least twice a day.
- 2.1.6 Cleaning of toilets at the Railway wagon unloading area.
- 2.1.7 Removal of garbage from the railway wagon unloading as well as terminal area to identified location within the terminal premises.
- 2.1.8 Collecting litters and discarded items from service roads, Vehicle Park, drainage system, cement paving area and garden.
- 2.1.9 Providing, cleaning and maintaining 01 No. of Sanitag type dust bin at ladies toilet.

### **2.2 Twice a week Cleaning Services**

- 2.2.1 Vacuum cleaning of fiber cushioned furniture,
- 2.2.2 Heavy duty cleaning of the internal glass surfaces, external glass surfaces when the cleaning access from inside from the building and partition with the use of a suitable glass cleaning solution and wipe down implement with the view to achieve a see through appearance of the glass surfaces.
- 2.2.3 Cleaning of all partition doors, windows frames. Panels and vertical blinds to be free of dirt and stain including finger marks.

### **2.3 Weekly Cleaning Services**

- 2.3.1 Cleaning of storm water drainage system to avoid blocking of the same and spraying insecticide when request by CPC (insecticide will be provided by CPC)
- 2.3.2 Every Saturday – Attending to general and deep cleaning of internal administrative complex area. Toilets, lunchrooms, sign boards, metal fittings (brass or stainless steel) should be polished with a suitable polish.
- 2.3.3 Sweeping and cleaning of vehicle park area.

## **2.4 Monthly Cleaning Services**

- 2.4.1 Washing of floors of Garage, Main fuel pump house, Fire pump house and the pavements of the buildings with the use of suitable detergent (water provided by CPC).
- 2.4.2 Sweeping and cleaning of floors of spare part storage area of the stores.
- 2.4.3 Washing vehicle servicing area (Ramp area) with the use of suitable detergent.

## **2.5 Other works to be carried out**

- 2.5.1 Periodical removing of collecting sand from concreted surfaces in service roads.
- 2.5.2 Periodical grass cutting along the railway track within the area under CPC control and the inner perimeter of the Aviation Refueling Terminal to maintain the surrounding neat and tidy.
- 2.5.3 The perimeter fence and wall shall be cleared from weedy vines.



### 3. SCHEDULE OF PRICES

#### BREAKDOWN OF MONTHLY COST

Please indicate your total monthly cost according to the under mentioned schedule.

Rs.

1. Twice a day, Toilet cleaning (14 Nos.) .....
2. Daily Sweeping, Cleaning and Mopping of tiled floor  
(Area Approx.1500 m<sup>2</sup>). .....
3. Daily Sweeping, Cleaning of untiled floor (Area Approx. 1000 m<sup>2</sup>) .....
4. Daily & Weekly wiping and cleaning of glass windows, doors & partitions  
with a suitable glass cleaning solution and removing dust from walls  
(Area of glass windows and doors Approx.165 m<sup>2</sup>). .....
5. Daily dry dusting of office furniture, equipment and  
dusting & disinfecting of telephones and twice a week Vacuum  
cleaning of fabric covers of furniture. ....
- 6 Providing, cleaning and maintaining 01 No. of Sanitag type dust  
bin at ladies toilet .....
7. Weekly cleaning of storm water drainage system to avoid blocking  
of the same (Length of the drainage system is Approx.500m) .....
8. Monthly washing of floors of Garage, Main pump fuel house, Fire pump  
house and the pavements of the buildings, vehicle servicing area (Ramp area)  
(Area Approx.1000 m<sup>2</sup>) Vehicle Park (Area Approx.550 m<sup>2</sup>) with the use  
of suitable detergent (water provided by CPC and Sweeping and cleaning  
of floors of spare part storage area of the stores Area Approx.200 m<sup>2</sup>) .....

9. Periodical grass cutting along the railway track within the area under CPC control and the inner perimeter of the Aviation Refueling Terminal to maintain the surrounding neat and tidy.(Area Approx. Acres 1 ¼). The perimeter fence and wall shall be cleared from weedy vines (Fence about 350m and wall 150m). .....

10. Cleaning equipment, cleaning chemicals and Air- freshness shall be provided by the supplier to carry out the work as per the scope of service .....

11. Periodically cleaning of service roads (Concreted area Approx 3143 m<sup>2</sup>, tar area Approx 2260 m<sup>2</sup> and paving block area Approx 1000 m<sup>2</sup>), Vehicle Park (Area Approx 550 m<sup>2</sup>) .....

12. All balance work (This shall be included, the other work which is in the scope of service) .....

Total monthly cost =====

Add 2% NBT .....

Sub Total .....

VAT 15% .....

**TOTAL MONTHLY COST** .....

VAT REGISTRATION NUMBER: .....

**Name of the company:** .....

**Address:** .....

Name& Signature .....

Company Seal: .....

Telephone Numbers: .....

## ANNEX-A: FORM OF BID

**To:** The Chairman  
Procurement Committee,  
Ceylon Petroleum Corporation  
1<sup>st</sup> Floor,  
609, Dr.Danister De Silva Mawatha,  
Colombo 09.  
SRI LANKA

**From:** .....

.....

.....

Sir,

- A-1 Having familiarized ourselves with the formal request for Instruction to Bidders, Conditions of contract and Scope of work for Janitorial Services Aviation Refueling Terminal at Bandaranayake International Airport at Katunayake of Ceylon Petroleum Corporation we offer to complete the whole of said services in conformity with the said document.
- A-2 Unless and until a formal Agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.
- A-3 We understand you are not bound to accept the lowest or any Bid you may receive.
- A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Bidding document.
- A-5 We agree to abide by this Bid for the period of Sixty Three (63) days from the date of opening of the Tender. Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.
- A-6 We agree to be bound by the Bid, Bidding Conditions and Performance Guarantee.
- A-7 We offer the lump sum fixed price of Sri Lanka Rupees ..... (in words) ..... for the Supply of the service at ....., as detailed out in this Bid Document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this Bid or to accept.

Dated this ..... day of .....2018  
in the capacity of .....  
..... duly authorized to sign tenders for and on behalf of :

Signature .....

Name .....

Address .....

.....

.....

Witnesses:

1. Signature: .....

Name: .....

.....

Address : .....

.....

.....

2. Signature: .....

Name: .....

.....

Address: .....

.....

.....

## ANNEX-B: FORMAT FOR BID SECURITY GUARANTEE

[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 :** ..... [ insert (by PE) name and address of Employer/ Purchaser]

**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; if a joint venture, list complete legal names of partners] (hereinafter called “ the Bidder”) has submitted to you its bid dated .....[insert (by issuing agency) date] (hereinafter called “the Bid”) for execution/ supply [select appropriately) of [insert name of Contract] under Invitation for Bids No. .... [insert IFB number] (“the IFB”)

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 in 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”) of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer/ 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 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 (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 .....[insert date]

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date .....

[signature(s) of authorized representative(s)]

## ANNEX-C: FORM OF AGREEMENT

*This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between CPC established by an Act of Parliament namely Act No. 28 of 1961 & having its registered Office at No.609 Dr. Danister de Silva Mawatha”,Colombo 09 in the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred to as the “CPC” which terms of expression as herein used shall where this context so requires and admits mean & include the CPC & its Successors & assigns) of the one part and \_\_\_\_\_ of \_\_\_\_\_ a Company duly incorporated & having its registered Office at \_\_\_\_\_ (hereinafter called the “Contractor” which terms of expression as herein used shall where this context so requires and admits mean & include the \_\_\_\_\_ & its successors & assigns) of the other part*

Whereas the CPC is desirous that the Works known as the ..... should be supplied by the Contractor, and has accepted a Tender by the Contractor for the supply of such services.

The CPC and the Contractor agree, as follows: -

1. In the agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Contractor’s scope of work (services) hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as a part of this Agreement.
  - **Instructions to Bidders**
  - **Letter of Acceptance dated \_\_\_\_\_.**
  - **The Bid dated \_\_\_\_\_.**
  - **Scope of Work**
  - **Conditions of Contract**
  - **The Contractor's Proposal**
3. In consideration of the payments to be made by the CPC to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the CPC to supply and remedy any defects therein, fit for purpose in conformity in all respect according to the provisions of the Contract.

4. The CPC hereby covenants to pay the Contractor in consideration of the Service and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties have hereunto caused this Agreement to be executed the day, month & year afore written.

<b>Authorized Signature of the Chairman of CPC</b>		<b>Authorized Signature of the Contractor</b>	
<u>In the presence of</u>		<u>In the presence of</u>	
<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Address</b>		<b>Address</b>	

## ANNEX-D: FORMAT FOR PERFORMANCE GUARANTEE

.....[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 Contractor/ Supplier] (hereinafter called "the Contractor") has entered into Contract No. ....[reference number of the contract] dated

.....with you, for the ..... [insert " construction"/ "Supply"] of .....[name of contract and brief description of Works] (hereinafter called "the Contract")

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, 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 ....., ..... [insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

.....  
[ Signature(s)]